



Accounts Payable F4 Rush Request Form

Accounts Payable
Brooks Landing Business Center
910 Genesee Street, Suite 200, Rochester, NY 14611-3847
PO BOX 278958

Phone: 585-275-3483 Option 1
Fax: 585-256-0923
Email:AccountsPayable@finance.rochester.edu

Department Contact Information:

Requestor:
Department
Intramural Address:

Date:
Phone:
Email:
Pages:

Please charge the \$30 fee to the following: CM [Company grid] [FAO grid]

Reason for pick up or rush:

Payee/Supplier: Amount:

- I would like to pick up a check.
I would like to rush payment.

Form Instructions

Usage: This form should be used only when an F4 requires Rush or Pick Up. If you are submitting a SIR, AP will gather this information within the SIR Questionnaire, and this form does not need to be submitted.

Department Contact Information:

- Date: Fill in the date you are submitting your request
Requestor: Person filling out the form and picking up the check, and who we should contact in case there are questions
Department: Department Name
Intramural Address: Address to be used for intramural mail
Phone/Email: Phone number and email to contact in case there are questions

You will be contacted by AP if your request cannot be processed as is for a rush or pickup.

Company and FAO: Provide the Company and FAO where we should charge the \$30 fee. Grant FAOs cannot be used. Note that the Spend Category we will use is SC53700. To ensure you provide a valid FAO and to avoid delays, search the FAO in Workday to make sure it exists. Arrangements for pickups and/or rushes will not be made until the information above has been provided.

Reason: Provide an explanation of why you need to rush and/or pick up the check.

Payment Information: Indicate the Supplier and amount of the payment in case your AP Request Form gets separated from the F4 Form.

Pickup: Mark this box with an "x" if you would like to pick up the check. Check pickup is 10:30-4PM Monday through Friday. Please note that suppliers, students and couriers cannot pick up checks; only employees can do so. We will require University ID when you arrive. You will be notified via phone or email when the check is ready for pickup. If you do not pick up your check within 5 days, we will mail it back to the BOX # you provide in this form.

Rush: Mark this box with an "x" if you would like the payment rushed. Rush requests are handled within 1-2 business days. Rushed payments should be sent directly to the payee/supplier to avoid delays, therefore you do not have to pick up the check if you are requesting a rush. If you choose to pick up a rush check, ensure you have indicated this above. If you need the rush check mailed back, ensure you have clearly indicated this within this form and provide the BOX # for the mailback.