



GEORGE FOX  
UNIVERSITY

**-- RUSH --**  
**Check Request**

**PLEASE NOTE:** This is strictly a request for **RUSH** processing and must accompany a completed and approved Check Request.

**INSTRUCTIONS:** Attach to top of completed check request, invoice or expense report and hand deliver to Financial Affairs Office.

Date: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

**RUSH** Requested By: \_\_\_\_\_

Department: \_\_\_\_\_

Phone extension: \_\_\_\_\_

Approval of Department Dean or VP: \_\_\_\_\_

**Please provide justification for **RUSH** status and business purpose here:**


**FAO Approval for **RUSH** Processing:**

1) Rush Status Approved with requested date: _____
2) Rush Status Approved with modified date: _____
3) Rush Status Denied - process as usual, based on date of receipt in FAO.
<b>**please notify requester if process 2 or 3 above is selected**</b>