



Accounts Payable
Bellingham, WA 98228-1420

CHECK PICKUP AUTHORIZATION FORM

CHECK DATA

PAYEE: _____

CHECK AMOUNT: _____

AUTHORIZED PICKUP AGENT: _____

REASON FOR AUTHORIZATION: _____

AUTHORIZATION/REVIEW

APPROVED BY: _____

DATE: _____

CASHIER

PICKUP AGENT: _____

WWU ID#: _____

PICKUP AGENT SIGNATURE: _____

DATE: _____

PICKUP AGENTS RESPONSIBILITIES

The Pickup Agent is responsible for the safeguard of the check and delivery of same to the payee upon satisfactory delivery of goods or services. The Pickup Agent acknowledges and accepts these responsibilities by signing the Check Pickup Authorization Form.

RETURN SIGNED FORM TO ATTACH TO PAPERWORK - MS 1420