



Payroll Department

310 Franklin Building
3451 Walnut Street
Philadelphia, Pa 19104-6284
215-898-6301 (Phone)
215-573-2554 (Fax)

HAND DRAWN (MANUAL) CHECK REQUEST

To: Payroll Department

From: _____

Re: Manual Check

Department: _____

Date: _____

Please find attached a request for a manual check for _____ (employee's name),
social security # _____ - _____. I have received verbal approval from _____
(payroll analyst) about this request.

Attached is the late pay process screen and updated job assignment screen. This late pay was
processed in Org. _____

The reason for the check request is:

The account number to be charged the \$25 processing fee is:

____ / ____ / ____ / ____ / ____ / ____
(Please note a grant fund will **NOT** be acceptable for a charge)

If you have any questions, or concerns, please do not hesitate to contact me at
_____ or email me at _____

Thank you for your prompt attention to this matter.

Sincerely,
