

CHECK COVER MEMO

***** Original Checks ALWAYS go to GCA *****

Principal Investigator: _____

Sponsor: _____

Budget Number (please put "NA" if none created yet and send OSP **copy** of check with this memo)*:
_____ - _____

GC-1 # (please put "NA" if no GC-1 yet, and route GC-1 to OSP with copy of check attached):

Departmental Fiscal contact:

Name: _____ PH: _____

*If a budget number has not been created yet, GCA will deposit your check in a suspense account. It is the responsibility of the PI/department to route a **copy** of check payments with COVER MEMO to OSP in order to initiate a funding action.

Questions?

OSP Help Desk: (206) 543-4043

GCA: (206) 543 - 8454