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