Electronic Check Request (ECR)

Xavier South, Room 300 - Fax (504) 520-7586
Attn: Kelley Simmons - Email: ksimmon6@xula.edu
Office Number (504) 520-5229

Department: _____

Requestor: _____

Telephone: _____

Email: _____

PO#/Req#	Vendor/Employee Name	Check Amount	Check Number	Check Release Date