

## Check Distribution Log

Check Custodian: Bucky Badger

Verified at Department by: Bucky Badger

- The checks should be counted to confirm all are received at the department. Sign off on the "Verified at Department By" line above.
- As checks are distributed, the payee should sign the log and the custodian or alternate should write their name and the date distributed.
- Checks that are mailed should have "mailed" written in the payee signature field and the date mailed out in the "Date Distributed" field.
- This Check Distribution Log must be returned to Accounting Services within 30 days of the check date, emailed to [acctg@bussvc.wisc.edu](mailto:acctg@bussvc.wisc.edu) or sent via Campus Mail to Accounts Payable, 21 N Park St, Suite 5301.

Check Count: 4

Check Date: 6/1/2018

Return this log within 30 days of check date.

	Check #	Payee	Payee Signature	Distributed By (Print)	Date Distrib
1	1234001	Buckeye, Brutus	MAILED	Bucky Badger	6/1
2	1234002	Gopher, Goldy	Goldy Gopher	Bucky Badger	6/4
3	1234003	The Hawk, Herky	Herky the Hawk	Bucky Badger	6/7
4	1234004	Pete, Perdue	pete perdue	Bucky Badger	6/1