

## CHECK REQUEST

Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

Amount (attach original bills): \$ \_\_\_\_\_

Account: \_\_\_\_\_

Purpose of purchases: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disposition of check:

Mail to: \_\_\_\_\_

Return to: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Check amount: \$ \_\_\_\_\_

Check no. \_\_\_\_\_

Dated: \_\_\_\_\_

**(Forward Original and One Copy, Retain One Copy)**