

CHECK REQUEST FORM

To request a check to be written, fill in the form below. Attach supporting documents or enclosure(s) that need to accompany check along with an addressed envelope to the vendor. If no envelope is included, the check will be returned to you for transmittal.

Submit to Principal/Advisor for approval.

DATE:

NAME:

ACTIVITY/GROUP:

PAY TO:

AMOUNT:

PURPOSE:

CHECK NEEDED BY:

SIGNATURE:

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APPROVED:

DATE:

FUND:

ACCOUNT NO:

CHECK NO.:

DATE: