

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)