

Check Request Form

Requestor: _____ Date: _____

Committee: _____ Amount \$: _____

Payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

Payable for: _____

Account to charge _____

When needed: _____ Mail check? Yes NO

Approved/Signed: _____

Check: _____ Date: _____

Instructions for Using Check Request Form

This form will be used for each check request. Proper and consistent use of this form will document payment of bills or invoices as well as reimbursement to individuals.

Procedure:

- Complete form and leave in Business Managers Mail box.
- Note clearly the purpose for which the check is requested.
- Obtain approval of committee chairperson.
- Attach invoice or receipts.

Checks are issued on Thursday of each week.