

CHECK REQUEST

Check requests to be processed in the current week should be received in the office **MONDAYS BY 2:00 PM.** Requests received after the deadline will be processed the following week.

Payable To: _____

Address: _____

City, State, Zip: _____

Date Requested: _____ Amount: _____

Purpose of Expense: _____

Budget Account Number: _____

Please Fill In One Of The Following:

Person To Call When Check Is Ready: _____

Mail Check To: _____

Check Is To Be Picked Up By: _____

Prepared By: _____ Date: _____