

# *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: \_\_\_\_\_

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Check amount: \$ \_\_\_\_\_ Check no. \_\_\_\_\_ Dated: \_\_\_\_\_

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