



## Check Request

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Date \_\_\_\_\_

Amount Requested \_\_\_\_\_

Receipt(s) Attached: Yes  No

Check Payable to Name \_\_\_\_\_

Payable to Address \_\_\_\_\_

Description of Expense \_\_\_\_\_

\_\_\_\_\_

Requested By \_\_\_\_\_ Signature .....

Approved By \_\_\_\_\_ Signature .....

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### for office use only

Processed By \_\_\_\_\_ Date \_\_\_\_\_

GL Title \_\_\_\_\_

GL Number \_\_\_\_\_ Check Number \_\_\_\_\_

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