

# CHECK REQUEST

**FUND** \_\_\_\_\_

**GENERAL INFORMATION**

Payable To _____	Vender No. _____
Address _____	Phone _____
City _____	State _____ Zip _____
Date Required _____	Total Amount \$ _____
Mail Check? Yes / No _____	Other Instructions _____
Description/Comments _____	

**ACCOUNT DISTRIBUTION**

P/F Request No.	Account Number	Account Description	Amount
			\$
Total			\$

**REQUIRED SIGNATURES**

Prepared By _____	Date _____
Approved By _____	Date _____

**FOR FINANCE OFFICE USE ONLY**

<b>Check Preparer Verified (initial or N/A each):</b>		<b>Paid :</b>
Invoice to P/R# _____	Discount Taken _____	Date _____
Footings _____	Payment Terms _____	
Calculations _____	Account Number _____	Ck No. _____
Tax Exemption _____	Adequate Support _____	
Items Received _____	Form 1099 (payee)* _____	
Service Performed _____	* Obtain Form W-9 from payee	<b>General Ledger:</b>
		Entered: _____
Comments _____		