

CHECK REQUISITION FORM

Attorney Name : \_\_\_\_\_

Date of Request : \_\_\_\_\_

Date Check, needed by : \_\_\_\_\_

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

Check Requested By : \_\_\_\_\_

Department / Person : \_\_\_\_\_

Payroll File Number : \_\_\_\_\_ (as applicable)

Purpose :

|  |  |  |  |
|--|--|--|--|
| Employee Name: _____ H-1B Type : _____ |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total                                  |  |  |  |

Check Mailing Address

\_\_\_\_\_

HR Signature : \_\_\_\_\_ HR Name : \_\_\_\_\_

Requester Signature : \_\_\_\_\_ Requester Name : \_\_\_\_\_

For Accounts Department Use

Request Received On : \_\_\_\_\_

Check Approved for : \_\_\_\_\_

Approver Comments :

Approver Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Prepared & Accounted by : \_\_\_\_\_ Issue Date : \_\_\_\_\_