

# CHECK REQUISITION



Customer Service# \_\_\_\_\_  
 Distribution \_\_\_\_\_  
 RSM's \_\_\_\_\_  
 Marketing \_\_\_\_\_  
 Other \_\_\_\_\_

Date: \_\_\_\_\_

Customer: \_\_\_\_\_ Amount: \_\_\_\_\_

Customer# \_\_\_\_\_ Promotion Date: \_\_\_\_\_

Re: Invoice# \_\_\_\_\_ P.O.# \_\_\_\_\_

Promotion Details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Broker #: \_\_\_\_\_

<input type="checkbox"/> <b>Check</b> <input type="checkbox"/> <b>By Case</b>	<u>Make Check Payable To:</u>	<u>Send Check To:</u>
	Name: _____	_____
	Street: _____	_____
	City St Zip: _____	_____

Check Description  
(16 characters only)

Expense Code	Expense Amount	Prod Div.	Customer #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Expense Codes		Product Division Codes
BBADS BILL BACK ADVERTISING	PICKUP PICK UP ALLOWANCE	1 LR .95oz DISLPAY
BBTPR BILL BACK TEMP PRICE REDUCTION / DISPLAY	FEES FINES/VIOLATIONS/SERVICE FEE	2 LR .95oz CLUB
BLDBUS BUSINESS BUILDING/GROWTH PROGRAMS	BRKERR BROKER ERROR	3 LR .95oz CADDY
DEMOS DEMONSTRATION COSTS	CMPERR COMPUTER ERROR	4 BB POUCH
FREEGD FREE GOODS	CKERR DOCK MISTAKES	
INTRO INTRODUCTORY ALLOWANCE	KEYERR INPUT KEYING ERROR	
OTREXP OTHER PROMOTION MONEY SPENT	DEADIN DEAD INVENTORY RETURN	
PAYADS PAID FOR ADS	MISLBL MIS LABELED PRODUCT	
PRICE PRICE OR QUANTITY DISCOUNT	MISSHP DISCOUNT QUALITY-DISCOUNT	
FULLTR FINAL CUSTOMER SALE-DISCOUNT	PRQLRT PRODUCT QUALITY-RETURNED	
REBATE DISTRIBUTOR SALES REBATE	RECALL PRODUCT RECALL	
DSRSPF PROMOTIONS/CONTEST WITH DIST. SALES REPS	SDAMAG STORE LEVEL DAMAGE	
DSTPRG ANNUAL DISTRIBUTOR MARKETING PGM	TDAMAG TRANSIT DAMAGE	
SAMPLE SAMPLES	TLOSS PRODUCT LOST IN TRANSIT	
SHOWS CONVENTIONS & TRADE SHOWS	WITHDR PRODUCT WITHDRAWAL	
SLOTNG PAID FOR PROD. PLACEMENT		
COUPON COUPONS		
PGMACR PROGRAM ACCRUALS		

Salesperson: \_\_\_\_\_

Credit: \_\_\_\_\_

Mgr: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_