



## CHECK REQUEST

**Date Requested:** \_\_\_\_\_

**Amount of Check:** \_\_\_\_\_

**Date Needed:** \_\_\_\_\_

**Check payable to:**

**Name/Company:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested by: Name** \_\_\_\_\_

**Committee** \_\_\_\_\_

**Purpose/For:** \_\_\_\_\_

\_\_\_\_\_

### WVAR OFFICE USE ONLY

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Processed:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Expense Category:** \_\_\_\_\_