

CHECK REQUEST

AMOUNT \$

ISSUE TO:

**STREET/MAILING
ADDRESS:**

CITY, STATE, ZIP:

APPROVED BY:
(SIGN AND PRINT NAME)

SPECIAL INSTRUCTIONS:

MAIL CHECK

**RETURN CHECK TO
REQUESTOR**

HOLD FOR PICK-UP

EXPLANATION:

OFFICE USE ONLY

AMOUNT

ACCOUNT #

CONTROL #

DESCRIPTION