

## Check Request Form

Today's Date: \_\_\_\_\_

Check Needed by: \_\_\_\_\_

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

Vendor Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person requesting the check: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Account: \_\_\_\_\_

Department Head: \_\_\_\_\_

CFO: \_\_\_\_\_

Notes (mail check to vendor, return to check to xxx, include form, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(PLEASE ATTACH BACKUP TO THIS FORM TO EXPEDITE PROCESSING)**