

Check Request Form

Requester Fills in This Section:

Date of request _____

Person Requesting _____

Make check payable to _____

Amount of check \$ _____

Purpose _____

Signature of requestor _____

Note: If item has already been purchased, please attach receipt(s) to this form.
Otherwise, provide receipt(s) as soon as possible after purpose.

Approval _____

For Treasurer's Use Only:

Date issued _____

Check Number _____

Comments _____

