

# CHECK REQUEST

AMOUNT \$ \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_  
\_\_\_\_\_

FOR \_\_\_\_\_

CHARGE TO WORK AREA \_\_\_\_\_ ACCOUNT \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

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FINANCE OFFICE APPROVAL \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

CHECK RUN NO. \_\_\_\_\_ CHECK NO. \_\_\_\_\_ CHECK DATE \_\_\_\_\_

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## SPECIAL INSTRUCTIONS

RETURN CHECK TO: \_\_\_\_\_

HOLD CHECK FOR PICK-UP: NAME: \_\_\_\_\_

DATE TO BE PICKED UP: \_\_\_\_\_

CALL WHEN CHECK IS READY: NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

OTHER INSTRUCTIONS: \_\_\_\_\_

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