

CHECK REQUEST

FUND _____

GENERAL INFORMATION

| | |
|----------------------------|--------------------------|
| Payable To _____ | Vender No. _____ |
| Address _____ | Phone _____ |
| City _____ | State _____ Zip _____ |
| Date Required _____ | Total Amount \$ _____ |
| Mail Check? Yes / No _____ | Other Instructions _____ |
| Description/Comments _____ | |
| | |
| | |

ACCOUNT DISTRIBUTION

| P/F Request No. | Account Number | Account Description | Amount |
|-----------------|----------------|---------------------|--------|
| | | | \$ |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | \$ |

REQUIRED SIGNATURES

| | |
|-------------------|------------|
| Prepared By _____ | Date _____ |
| Approved By _____ | Date _____ |

FOR FINANCE OFFICE USE ONLY

| | | |
|---|------------------------------|------------------------|
| Check Preparer Verified (initial or N/A each): | | Paid : |
| Invoice to P/R# _____ | Discount Taken _____ | Date _____ |
| Footings _____ | Payment Terms _____ | |
| Calculations _____ | Account Number _____ | Ck No. _____ |
| Tax Exemption _____ | Adequate Support _____ | |
| Items Received _____ | Form 1099 (payee)* _____ | |
| Service Performed _____ | * Obtain Form W-9 from payee | General Ledger: |
| | | Entered: _____ |
| Comments _____ | | |
| | | |