

**CHECK REQUEST FORM**

**PAYMENT INFORMATION**

**Request Date 5/30/2013**

**Payable to :** \_\_\_\_\_

**Payee Address :** \_\_\_\_\_

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

**Expense Acct # :** \_\_\_\_\_

**Purpose :** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Department :** \_\_\_\_\_

**Authorized by :** \_\_\_\_\_

**Delivery Method :**

**Additional Detail :** \_\_\_\_\_

**FOR FINANCE OFFICE USE ONLY**

**Check/EFT Number:** \_\_\_\_\_

**Payment Date :** \_\_\_/\_\_\_/\_\_\_

**Issued by :** \_\_\_\_\_

**Checking Account :** \_\_\_\_\_

**Dept/Office #:** \_\_\_\_\_