



CHECK REQUEST FORM

DATE OF REQUEST _____

PAY TO _____ VENDOR NAME _____

AMOUNT _____

DATE CHECK NEEDED _____

FUND ACCOUNT _____

FUND ACCOUNT _____

EXPLANATION (ATTACH INVOICE(S), RECEIPTS, STATEMENT(S), OR OTHER SUBSTANTIATING DOCUMENTATION)

REQUESTER'S SIGNATURE

DATE

APPROVED BY PRINCIPAL/DIRECTOR SIGNATURE

DATE

CHIEF FINANCIAL OFFICER SIGNATURE

DATE