## Check Request Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To::** | **Accounts Payable** | | | | | | | | | | | | | |  | | **Date:** | |  | |  |
| **Request a Company check be drawn for a payment to:** | | | | | | | | | | | | | | | | | | | | |  |
| **Name:** | | |  | | | | | | | | | | | | | | | | | |  |
| **Address 1:** | | |  | | | | | | | | | | | | | | | | | |  |
| **Address 2:** | | |  | | | | | | | | | | | | | | | | | |  |
| In the Amount of $ | | | | |  | | | | In payment for | |  | | | | | | | | | |  |
| **Check Type:** | | | | | REGULAR | | | | **DEPOSIT** | | PRE-PAYMENT | | | | | | | **TRAVEL ADVANCE** | | |  |
| **Date Requested:** | | | |  | | | | | | **Balance Due: $** | | | |  | | | | | | |  |
| **Notations to be made on check:** | | | | | | | |  | | | | | | | | | | | | |  |
| Comments: | | | | | | | | | | | | | | | | | | | | | |
| DISPOSITION OF CHECK | | | | | | | | | | | | | | | | | | | | | |
| **Mail** | | Picked-Up By: | | | |  | | | | | |  | FedEx: | | | **Org #:** | | | |  |  |
|  | | | | | | | **Project #:** | | | |  |
| **Special Handling Instructions:** | | | | | | |  | | | | | | | | | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CHARGES | | | | |
| **COMPANY** | **ORG** | **PROJECT** | **ACCT** | **AMOUNT** |
| 01 | 01 |  |  | $ |
| 01 |  |  |  | $ |
| 01 |  |  |  | $ |
| 01 |  |  |  | $ |
| 01 |  |  |  | $ |

###### AUTHORIZED APPROVAL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  | Date: |  |  |
| Print Name: |  |  | |  |