

Check Request

Date: _____

I, _____ am requesting a check be printed from the Accounts Payable Department in the amount of:

Check made payable to: _____

Reason for the check: _____

General Ledger # _____ Department # _____
(If you don't know the GL #, leave it blank)

Check date requested by _____

Special Instructions _____

Signature of Requestor _____

Signature of Approver _____