

CHECK REQUEST

Pay to the order of: \_\_\_\_\_

Amount of check: \_\_\_\_\_

Send to: \_\_\_\_\_

Date needed: \_\_\_\_\_

Account:    WES            MAC            PTO            Media Center

Budget Line(s): \_\_\_\_\_ (for PTO account)

Reason for expenditure: \_\_\_\_\_

Signature of approving officer: \_\_\_\_\_

ATTACH RECEIPTS!!! Checks will not be written without receipt.

Note: Any special payment instructions or additional explanation below:

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For Treasurer's use only:

Date paid: \_\_\_\_\_ Check number: \_\_\_\_\_