

**CHECK REQUEST**

REQUESTED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(PLEASE PRINT NAME)

NAME OF PAYEE \_\_\_\_\_

PURPOSE \_\_\_\_\_  
\_\_\_\_\_

ACCOUNT TO BE CHARGED \_\_\_\_\_

APPROVAL \_\_\_\_\_  
(COMMITTEE CHAIRPERSON OR DESIGNATE SIGNATURE)

AMOUNT\*\* \_\_\_\_\_

\*\* ATTACH RECEIPT