

Check Request

To: Accounting Department – Accounts Payable

Department Head Certification:

I hereby certify that sufficient funds have been appropriated to pay the amount of this expenditure.

SIGNATURE: _____

DATE APPROVED: _____ DATE NEEDED: _____

Type of Check: _____

Make Check Payable to:

Amount:

Disposition of Check:

Special Instructions:

Finance Director Approval:

Signature

Date

Account:

Issuance:

Description:

Date: _____

Number:

By: _____

Unspent Balance: \$ _____

Check # _____

NOTE: The issuance of a Manual Check requires the approval of the Finance Director