

# Check Request

Association Name: \_\_\_\_\_

**ADMIN USE ONLY**

Date received: \_\_\_\_\_

Admin's Initials \_\_\_\_\_

**Procedure:**

1. Please fill out form **completely**.
2. Please attach original receipt(s) or bill.
3. If this is a RUSH please hand directly to the accountant to ensure it is processed right away...

**\*\*\*CHECK REQUEST MUST BE SUBMITTED BY 10:30AM WEDNESDAY TO HAVE A CHECK PROCESSED ON THURSDAY. BILL MUST BE ATTACHED.**

**ACCOUNTING USE ONLY**

Date received: \_\_\_\_\_

Processor's Initials \_\_\_\_\_

**\*\*\*RUSH:**                      YES      NO      (circle one)

Date Given to Accounting: \_\_\_\_\_

Manager's signature: \_\_\_\_\_

**CHECK REQUEST:**

**Vendor:** Name \_\_\_\_\_

Address \_\_\_\_\_

City-state-zip \_\_\_\_\_

Purpose of check request: \_\_\_\_\_

**ACCOUNT INFORMATION:**

Expense Acct. to debit	Amount	Invoice #	Notes

