



### Check Request

Date Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_

- Mail to addressee
- Direct Deposit (only for operating accounts)
- Hold Check with Receptionist  
(may be picked up on Thursdays after 4 pm)

Payee: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Return to: \_\_\_\_\_

Need before regular processing on Thursdays

Dept Number	Account Number	Account Name	Amount	Project Code	Explanation
<b>TOTAL</b>			-		

Requested by: \_\_\_\_\_

Administrator's Approval: \_\_\_\_\_

Minister's Approval: \_\_\_\_\_