

Check Requisition

April 15, 2005

«_CompanyName»
«_AddressLine1»
«_AddressLine2»
«_City», «_State» «_ZipCode»
«_PhoneOffice» «_PhoneFax»
«_EmailAddress» «_Website»



All checks over \$10,000 must be approved by the Vice President

Requested by: [Type name here] Phone Ext.: [Type number here]
Department: [Type department here] Cost. Ctr. No.: [Type number here]

Make Check Payable To: [Type name here]
Name: [Type name here]
Address: [Type address here]
City, State ZIP Code: [Type City, State ZIP Code here] Amount: \$ [0.00]

Purpose or Explanation

[Type text here]

Special Instructions

[Type text here]

Approvals

Supervisor Date: [Type date here]

Dept. Head Date: [Type date here]

Vice President Date: [Type date here]

Finance Date: [Type date here]

Itemization

Program No.	Acct. No.	Net Amount	Date Billed	Date Due

For Accounting Use Only

Extensions	Entry Date	Source	Acct. No.	Voucher No.