

Check Request

Date Submitted			
Vendor			
Vendor Address			
Vendor Number			
Department #	Account #	Fund #	Amount
Total Check Request			

Description:	
Requestor Signature	
Approval Signature	
Purchasing Signature	
Authorized <input style="width: 40px; height: 15px;" type="checkbox"/>	Unauthorized <input style="width: 40px; height: 15px;" type="checkbox"/>

If Purchase is Not Authorized by Purchasing, President Must Approve

President's Signature	
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