

Request for Payment / Check

Payable to: _____

Address: _____

Amount: _____

Purchase Order # _____

Date: _____

Requested by: _____

Mail: _____ Or give to: _____

Purpose for which payment / check will be (was) used: _____

Principal Signature

TAXES WILL NOT BE REIMBURSED

All information requested must be completely filled out.

Dept. Code: _____
Approval: _____
Date: _____
Accounting Code: _____
For office use only