

## CHECK REQUEST

PAYEE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ DATE CHECK DUE: \_\_\_\_\_

DOLLAR AMOUNT FOR CHECK: \$ \_\_\_\_\_

CHARGE NUMBERS FOR CHECK DISTRIBUTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_

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REQUESTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

CHECKS ARE USUALLY WRITTEN ON WEDNESDAY. Please allow ample time for processing.