Check Requisition

(NOTE: NOT TO BE USED FOR TRAVEL REIMBURSEMENT)

Today's Date _____

Payable to _____

Amount of Check _____

Address _____

_____

_____

_____

Vendor's No. _____

Reason for Disbursement/Business Justification: _____

_____

_____

_____

_____

Mailing Instructions:

FOR ACCOUNTS PAYABLE USE ONLY
Reviewed for:
Authorization
Documentation
Business Purpose
Coding
Math Accuracy
By:

Account Number	Amount
Total	

Requested By: _____

Approved By: _____

Approved By: (Executive Leader): _____

Voucher # _____

8 S G D W H G