

VOUCHER/CHECK REQUEST

Vendor #: _____ Date Requested: _____

Please prepare a check

Payable to:

Purpose:

Amount	\$	GL#	E/P	
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
Total	\$	_____	_____	_____

Check One: Mail check to above address
 Mail check with attached
 Return check to _____
 in: _____

Requested By: _____

Approved By: _____ A/P _____