Check/Purchase Request

Check Payable To: _____   **Date**:   _____
                     _____
                     _____

Amount of Check: _____   **Check #**   _____

Coding of check:

Amount	Description	Funding Source	Line Item

Requested By: _____   Date: _____

Treasurer Review: _____   Date: _____

Approved By: _____   Date: _____

Approved By: _____   Date: _____