

**Check Request Form**

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| Make check payable to: | | | |  | | | | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | |
| Please return check to: | | | | | | |  | | | | | | | | | | | | | |
| Please process and mail check before: | | | | | | | | | | | | | | | |  | | | | |
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| Vendor | | | Account # | | | | | | | | | | | | | | Description | | | Amount |
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| Date: |  | | | | | | | | Requested by: | | | | | | | | |  | | |
| Program Directors Approval: | | | | | | | | |  | | | | | | | | | | | |
| Executive Directors Approval: | | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | |  | | | **Office use only** | | | | | | | | |
|  | | | | | | | | |  | | | **Date Paid** | | | | | | |  | |
|  | | | | | | | | |  | | | **Check#** | | | | | | |  | |
|  | | | | | | | | |  | | | **Amount** | | | | | | |  | |
|  | | | | | | | | |  | | | **Account Code** | | | | | | |  | |
|  | | | | | | | | |  | | | **Initial** | | | | | | |  | |