



Checks will be processed on the 2nd and 4th Fridays of every month. All forms need to be submitted by the 1st and 3rd Fridays in order for the requests to be processed by the following Friday.

Please check one:

- ☐ Petty cash request
- ☐ Mail check
- ☐ Deliver check to
requestor Direct
- ☐ Deposit (staff only)
- ☐ Blank Check

Make checks payable to:

Name:

Address:

City:

Date:

State:

Zip Code:

Email (if a business, provide an email for someone in accounting):

Special Instructions:

Department	Expense Category	Description	Amount
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Total Check Amount			

Requestor's Name (printed)

Oversight Name (printed)

Requestor's Signature

Oversight Signature