

# Request for Check

PO # \_\_\_\_\_ Total amount requested \$ \_\_\_\_\_ Date \_\_\_\_\_

Vendor # \_\_\_\_\_ Remit # \_\_\_\_\_

Invoice # \_\_\_\_\_ Co. code \_\_\_\_\_

Separate check \_\_\_\_\_

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

Gross amount \$ \_\_\_\_\_

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

Non-taxable amount \$ \_\_\_\_\_

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

State tax 11-00000-1215-00 = \_\_\_\_\_

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

County tax 11-00000-1216-\_\_ = \_\_\_\_\_

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

Description (explain need for check): \_\_\_\_\_

<i>Finance Office Use Only</i>	<i>1099 Codes</i>
Date _____	(X) Exempt _____
Approved by _____	(1) Rent pymt _____
Keyed by _____	(6) Med pymt _____
	(7) Non-emp comp _____

Approved by: \_\_\_\_\_

Department: \_\_\_\_\_

Date approved: \_\_\_\_\_

Revised 1/01