

**CHECK REQUISITION**

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

Account to be charged: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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

Address: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special Instructions:

Return check to requester:  Requested by: \_\_\_\_\_

Mail check to payee:  Approved by: \_\_\_\_\_

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