Accounts Payable Check Request Form

Date: _____ Amount Requested: _____

From Account: _____

(2009 General, 2010 Fundraising, Designated Fund(Transportation), Buildings & Grounds, 2011 Fundraising)

Payable to: _____

Mailing to: _____ ☐ Mail Check ☐ Hold Check

_____

_____

Details of Expenditure (Receipts must be attached)

ID	Description	Amount

Total:

Who Turned in Voucher: _____ Phone: _____

Office Use Only

Approval: _____ Date: _____

Date Voucher Paid: _____ Check No: _____

Revised: 12/17/2008