

# Accounts Payable Check Request Form

Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

From Account: \_\_\_\_\_  
(2015 General, 2014 Fundraising, Designated Fund(Transportation), Buildings & Grounds, 2015 Fundraising)

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

Mailing to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Mail Check  
 Hold Check  
 Credit Card

**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: \_\_\_\_\_