



Check Request

(allow 7 business days for processing)

Date Needed By: _____

☐ Issue Check ☐ Return to me ☐ Mail Charge this check against purchase order number _____

IMPORTANT: Attach copy of the summary sheets for 3 bids if over \$5,000
Contracts are to be signed by the President – Forward to VP of Finance & Operations

Payable to:

Name _____

Street _____

City _____

State _____ Zip _____

To the attention of _____

Phone Number _____

Tech. related	Facilities related	Quantity	Description Attach original supporting documents	Unit Price	Extended Cost
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

G/L Account #					Project #	Amount to charge
		Account	Site	Program		
01	-		-	-		
01	-		-	-		
01	-		-	-		
					Total	

Subtotal	
8.25% Tax	
Shipping	
Other	
Total	

Attach ORIGINAL documents and a photocopy of any materials to be mailed with check

Special Instructions: _____

Print Name and Sign

Date

Requestor		
MIS Dept.		
Administrator		
Business Office		