



## REQUEST FOR ISSUANCE OF A CHECK

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

DATE REQUIRED: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_ RUSH      \_\_\_\_ PLEASE MAIL CHECK

\_\_\_\_ PLEASE RETURN CHECK TO ME

CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TOTAL AMOUNT OF CHECK: \$ \_\_\_\_\_

PLEASE CHECK ONE OF THE FOLLOWING:      \_\_\_\_ Invoice(s) attached  
\_\_\_\_ Invoice/receipt will follow  
\_\_\_\_ Reimbursement for cash expense  
(original cash receipt must be attached)

EXPLANATION OF EXPENSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<i>For NCVR Treasurer only</i>		____ <i>Approved</i>
____ <i>Paid</i>	<i>Date:</i> ___/___/___	<i>Check Number:</i> _____
____ <i>Check cleared</i>	<i>Account Category:</i> _____	