

CHECK REQUEST

TO: Office of Management and Budget

FROM:

Date: _____

PLEASE MAKE CHECK PAYABLE TO: _____

IN THE AMOUNT OF: _____

ACCOUNTING CODE:

DESCRIPTION OF TRANSACTION:

Commissioner/Supervisor Signature

Commissioner of Finance/Finance Officer

For OMB Use:

PACKET PREPARED

ACCURACY CHECKED BY: _____
APPROVED FOR PAYMENT: _____
PACKET CONTENTS: _____ REQUISITION: _____ P.O. _____
CHECK #: _____ RECEIVING REPORT: _____
INVOICE: _____

Account coding

Dollar Amount
