CHECK REQUEST

TO: Office of Management and Budget

FROM: ________________________________

Date: _____________________________

PLEASE MAKE CHECK PAYABLE TO: ____________________________

IN THE AMOUNT OF: _________________________________

ACCOUNTING CODE:

<table>
<thead>
<tr>
<th>Code 1</th>
<th>Code 2</th>
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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

______________________________________________________________________________