

# Brewton-Parker College

## Check Request

Use one form for each check needed

Department: _____	Date Requested: _____	Date Needed: _____
Requested By: _____	Approved by Department Chair: _____	
Account Number: _____	Date Approved: _____	
	Approved by Vice President: _____	
	Date Approved: _____	

**Business Office Use Only**

Budget: _____	Account Approved: _____	Initial _____
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Make Check Payable To: \_\_\_\_\_  
 \_\_\_\_\_

Purpose of Check: \_\_\_\_\_

PO # \_\_\_\_\_

Invoice Number	Invoice Date	Invoice Amount
<b>TOTAL</b>		

**Amount of Check to be Issued:**  
**Total** \_\_\_\_\_

Send Check To:      Payee        
                                  Requestor     

**BUSINESS OFFICE USE**

Date Received: _____	Voucher # _____
Bank Account: _____	Amount \$ _____
Bank Code: _____	Due Date _____