CHECK REQUEST

Name: _____

Department: _____

Purpose of Check: _____

_____

Date	Account Code	Check Payable to	Address	City, State ZIP	AMOUNT

GRAND TOTAL PAYABLE $ -

Please check the appropriate option:	
☐	Please mail to the address listed above
☐	Please mail to me
☐	I will pick up this check for hand delivery

Commonly Used Account Codes	
Donations made by MC	260.9911

Signature: _____

Date: _____

Approved By: _____

Date: _____

Approved By: _____

Date: _____