

## Mid Michigan College REQUEST FOR CHECK

CHECK PAYABLE TO:

AMOUNT

ACCOUNT NUMBER

CHECK PAYABLE TO:	AMOUNT	ACCOUNT NUMBER

Description: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Signature

\_\_\_\_\_  
Date

1. Enter the name **and** address of vendor/payee.
  - a. Only ONE vendor per check request.
  - b. If the vendor is new, please attach a W-9 form or contact information so that we may request a W-9 form.
2. Enter the amount of the check request. This may be broken up into different amounts to charge more than one account number.
3. Enter the general ledger account number(s) to charge, corresponding to the amounts listed. If you need to list more than three amounts and account numbers, please attach a list.
4. Enter a description of the product, service, or reason for payment.
5. Enter any special instructions for the payment such as date needed, special mailing instructions, attachments that should be included with check, etc.
6. You are the requestor and your supervisor or budget officer for the account being charged is the approver.
7. Attach support for the check request, if applicable.
8. Review form for completed fields and signatures, then forward to Accounts Payable in the Business Office.