



CHECK REQUEST FORM

(Vendor payment or reimbursement)

DATE: _____

MAKE CHECK PAYABLE TO: _____

CHECK REQUESTED FOR: _____

IN THE AMOUNT OF: _____

HANDLING OF CHECK: () Mail to Payee () Deliver to Requestor

Description and Purpose of Payment (attach all receipts):

PAYMENT REQUESTED BY: _____

REQUESTOR SIGNATURE: X _____

Telephone No. _____

WHICH CLASS IS THIS FOR? () Freshman () Sophomore () Junior () Senior

PAYMENT APPROVED BY: X _____

(must obtain two signatures) X _____

* Send Check Request with receipts to: Project Graduation Treasurer
Email: macpgtreas@macprojectgrad.com

Payment Information (to be filled out by Treasurer):

Check No. _____

Check Date: _____