



# ADVANCE CHECK REQUEST

## A. REQUESTORS INFORMATION

Requestor's Name	Department/Ministry	Date of Request
Business Purpose/Description of Purchase		

## B. CHECK DETAILS

Payable to: (include Payees Address)	Check Amount †
	Need by Date †
† ALL CHECK REQUESTS MUST BE PRE-APPROVED TWO (2) WEEKS PRIOR TO NEED BY DATE	

† If payment is greater than \$600, in one year, Vendor is required to complete and submit an IRS form W9, prior to receiving payment.

Requestor's Signature	Date	Approved by	Date

Bookkeeping Date Received	Charge Account Number	Check Completed on