



CHECK REQUEST

DATE¹: REQUESTED BY²:

FOR³:

Please attach any support paperwork (receipts, etc.)

PAYABLE TO⁴:

ADDRESS⁵:

AMOUNT⁶: \$ DUE BY⁷:

ACCOUNT CODE/CATEGORY⁸:

CLASS⁹:

MEMO¹⁰:

APPROVED: INITIALS:

¹ The date that you are submitting the check request
² The name of the person that is requesting the check on behalf of the event or program.
³ The purpose of the check. Explain here why you are requesting the check. Is it a reimbursement? Is it requesting monies in advance of the expenditure?
⁴ The name of the payee on the check. If a person is being paid individually, i.e. not through their company, we may need them to complete a W9 form for tax purposes. This is often the case with speakers or presenters. It is not needed if we are *reimbursing* someone for their expenses (i.e. paying them back for airfare or lodging).
⁵ The physical address where the check needs to be mailed.
⁶ The total amount for which the check should be written.
⁷ The date that the check must be received by.
⁸ The name of the account – from your program/event budget. Typically this is the name of the commission; however, it may not be. Please refer to the list of accounts provided to you during the budget planning process.
⁹ The name of the classification within the account. For example, Design Awards Expense is a classification within the Public Awareness account.
¹⁰ 2-3 words to describe the check. This info will appear in the financial records so it must be concise.