

Today's Date 20
Mo Day Yr

CHECK REQUEST FORM (QuickBooks General Use)

Page of Page(s)

Vendor/Co /Person: _____		DATE OCCURRED <u> </u> <u> </u> 20 <u> </u> <small>MO DAY YR</small>	Ref. No./Inv No. (Max 20 spaces) _____				
<p>Official transaction date that will place the expense in the appropriate month for future budgeting. Invoice date preferred rather than statement date since statements are typically for last month. If no receipts, etc, select a date within the monthly period in which the expense occurred. I.e., last day of the month. Not necessarily the "Today's Date" first entered at the top of this form.</p>			<p>When Due: <input type="checkbox"/> Due Upon Receipt <input type="checkbox"/> Due Date: <u> </u> <u> </u> 20 <u> </u> <small>(MO) (DAY) (YR)</small></p>				
Account Number	ACCOUNT NAME (Not What You Bought)	AMOUNT	MEMO <u>(Does not print on check or stub)</u> This memo entry goes in QuickBooks entry. (What did you buy?)	Customer Job	Billable	Class	Insurance Inventory Item
<i>510-520</i>	<i>Ink Cartridges</i>	<i>25.00</i>	<i>4 ea laser ink cartridges</i>		<input type="checkbox"/> Yes	<i>400</i>	<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
•					<input type="checkbox"/> Yes		<input type="checkbox"/>
(Amount used for "Total" entry in QuickBooks)			MEMO TO APPEAR ON CHECK, if any: (Keep short) _____				
TOTAL							

Remarks/Purpose: _____

Check Processing Instructions:

Hold Check for pickup Mail to Payee at payee's address Mail to the following:

Mail to Name (if not Payee) _____

Street _____

City _____ State _____ Zip _____

Requested by: _____
 (If you have the authority to approve this request sign on "approved by" line below only)

Approved by: _____

See attached approval Recurring budgeted item no approval needed