**Check Request**



Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **To/Payee** | **Receipt Invoice** |  |  **Amount** |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
| Total Request | $ |  |

Please keep a copy of this form and any attachments for your records.

|  |  |
| --- | --- |
| Requested by: |  |
| Check made payable to: |  |
| Need check by date: |  |
| Mail to: |  |
| City & Zip: |  |
| Phone: |  |
|  |  |
| Approved by: |  |
| Paid Check No: |  | Date: |  |

Send Check Request w/Invoice/Receipt to Financial Secretary:

Citizens Bank, Attn: Kris McVicar

1575 W. Grand River Ave.

Okemos, MI 48864

Cell 503.997.6473 | kris.mcvicar@citizensbank.com