



REQUEST FOR MANUAL CHEQUE

PAYEE: _____

DATE: _____

AMOUNT: _____

PURCHASE ORDER NUMBER: _____

REASON FOR EXPENDITURE:

GENERAL LEDGER NO.:

AMOUNT:

REQUESTED BY

APPROVED BY

THIS SECTION IS FOR ACCOUNTS PAYABLE USE ONLY

VOUCHER NO _____

DOCUMENT NO _____

VENDOR ID _____

DESCRIPTION _____

AMOUNT _____

GL NO _____
