



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	_____