



Commonwealth

REAL ESTATE SERVICES

CHECK REQUISITION FORM

DATE: _____

PROPERTY/PAYABLE FROM: _____

PAYABLE TO: _____

MAIL TO: _____

CHECK IS FOR:	ACCT CODE:	AMOUNT:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		TOTAL: \$ _____ -

NOTES:

DATE CHECK NEEDED: _____ OR NEXT CHECK RUN

REQUEST SUBMITTED BY: _____

REQUEST APPROVED BY: _____

BACKUP INCLUDED

BACKUP NOT AVAILABLE AT THIS TIME, IT WILL BE SUBMITTED TO ACCOUNTING AFTER THE PURCHASE IS COMPLETE

**EMAIL ALL PAYROLL CHECK REQUEST FORMS TO THE HR MANAGER AND ACCOUNTING MANAGER
ALL NON-PAYROLL CHECK REQUESTS NEED TO GO THROUGH THE NORMAL BILL PAY PROCEDURE
NOTIFY ACCOUNTS PAYABLE OF URGENT CHECK REQUESTS**