



ADVANCE THE ART OF BUILDING

CHECK REQUEST FORM

DATE: _____ DATE REQUIRED: _____

AMOUNT: \$ _____

PAYABLE TO: _____

DESCRIPTION FOR CHECK STUB: _____

****Request form must be coded to either Job/Phase or GL/Department****

JOB #: _____ JOB NAME: _____

PHASE #: _____ COST TYPE #: _____

GL ACCOUNT: _____

DESCRIPTION: _____

REQUESTED BY: _____ APPROVED BY: _____

MAIL CHECK

INCLUDE ATTACHMENTS

RETURN CHECK TO: _____