

DATE:		
Vendor (Payee):		
Company: Address:		
City:		
Tax ID #:		
Home #:	Work #	
AMOUNT \$	Receipts/Invoice Attached	
Purpose of check:		
Check Requested by:		
Check Authorized by:		
This Section for Accounting		
Funding Source:		
Date of check:	Check #	
Account #	Amount \$	
	Total \$	

Prepared by:

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