

**FOOTHILL-DE ANZA COMMUNITY COLLEGES
DISTRICT ACCOUNTING**

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C

MAKE CHECK PAYABLE TO:

--

DATE OF REQ.: _____

CHECK REQUIRED: _____

MAIL TO:

--

VENDOR NUMBER:

TOTAL CHECK AMOUNT: _____

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

REQUESTED BY: _____

APPROVED BY: _____

APPROVED BY: _____

ACCOUNT CODE OBJ CODE

AMOUNT

TOTAL