

Check Request Form

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Please prepare a check to the following payee:

Payee: Susan Smith

Check Amount: \$ 125.00 Date Needed: July 31, 2022

Address: 111 South Elm St

Los Angeles, CA 99999

Accounts to be Charged

Acct. No.	Amount	Acct No.	Amount
112340	\$ 25.00		\$
112640	\$ 40.00		\$
112690	\$ 60.00		\$
	\$		\$

Requested by: Susan Smith

Date requested: July 14, 2022

Approved by: Mary Jones

Date approved July 18, 2022

The total of these amounts must equal the check amount.

Please attach supporting documents.

Special Handling: Put in Mary's office mail box

Other: _____

For a blank form see **Form G6**.

Learn more about financial ratios at www.AccountingCoach.com.