



**Five College, Inc.**  
**Request for Check**

To: Business Office Date: \_\_\_\_\_

From: Name: \_\_\_\_\_

Department: \_\_\_\_\_

Institution: \_\_\_\_\_

Please prepare a check in the amount of \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

Payee Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose and/or invoice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Charge to: Account Code # \_\_\_\_\_ Department \_\_\_\_\_

Project # and description \_\_\_\_\_

Request by: \_\_\_\_\_

For Business Office use:

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_