



Five Colleges, Inc.
Check Request Form

To: Business Office

Date: _____

From: Name: _____

Department: _____

Institution: _____

Please prepare a check in the amount of \$ _____

Payable to: _____

Purpose and/or invoice: _____

Charge to: Account Code # _____ Department _____

Project # and description _____

Request by: _____

For Business Office use:

Approved by: _____

Date: _____