

# REQUEST FOR CHECK

To: Accounts Payable,  
Unitarian Universalist Association

Need By:

FROM:  
STAFF GROUP:  
EXT. / PHONE:  
DATE:

Return Check to Requester  
 Mail from Finance  
*(check one)*

Please draw the following check(s):

PAYEE NAME AND ADDRESS	AMOUNT
	\$

**This Payment is For:**

**Charge Account Number: Acc #:**

**Project #:  
(Required)**



Approved by: \_\_\_\_\_  
Staff Group Director's Signature (or designee)

*Instructions: Fill in this form, print it out, and obtain authorized signature. Make a copy for your own records. Send the original with all back up documents to Accounts Payable.*