

BEVILL STATE COMMUNITY COLLEGE CHECK REQUEST FORM

Date Needed:			Amount of Check
Payee			
Address			
City	State	Zip Code	

Explanation to be typed on the check	

Mail to Payee	Requester will Pick up at Business Office
Inter-campus Mail to Requester	

Remarks

Requested By:	Date:	Authorized By:	Date:

General Ledger:		
	DEBIT	CREDIT