**A picture containing text, clipart

Description automatically generatedCHECK REQUISITION**

*\*Please allow five days for processing.\**

**Submit to Executive Director’s Office, BUILT2LAST**

**DIVISION                                      DATE             RECEIPT ATTACHED?      BUDGET NUMBER**

**\_\_\_\_Yes    \_\_\_\_No**

**PLEASE ISSUE CHECK PAYABLE TO:        (Check One)  \_\_Mail   \_\_Deliver Check**

**TO:**

**DATE CHECK REQUIRED:**

**AMOUNT OF CHECK:  $**

**PURPOSE OF CHECK:**

**REQUESTED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED BY:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(*Signature of Committee Chair*)**

**REQUESTED BY    CHECK NUMBER    CHECK AMOUNT  ACCOUNT BALANCE  REMARKS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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