

NO STAPLE	AWISA Check Request Form						
-	Date of Purchase:	Date of Purchase: Date Check Needed:					
Mark One:				leave <b>B</b> i	LANK if credit	card receipts	
Check Request:		Requested By:					
or							
Credit Card Receipt		Approved by:					
Which credit card?				<u>.</u>			
Check Payable to:							
ondon's dyadio to.				Į.	FOR ADMIN	USE	
Description of Purchase(s):			Purchase i	Purchase is for what <b>Project</b> ? Put			
(and Vendor Names if turning in	many credit card receipts)	Total Cost	name here	-	G/L	Class	
			1		<u> </u>		
	Total amount of check:						
1/07 Mileage reimb = \$0.48 /	/ mile		<b>-</b>				
-	ail check, give check to request	ter etc)		Date (	entered in QB:		
opeolar motraotions. (e.g. we	an oricon, give oricon to request	101, 010)		Date	mered in QD.		
NO STAPLE							
	Date of Purchase:			Date Check Needed:			
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Check Request:		Requested B	/:				
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					FOR ADMIN	USE	
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(and Vendor Names if turning in	many credit card receipts)	Total Cost	name here		G/L	Class	
			1				
			1				
	1		1		<u> </u>		
	Total amount of check:						
1/07 Mileage reimb = \$0.48 /	L.	<u>,                                      </u>	<b>=</b>				
-				Deta	entored in OD:		
Special Instructions: (e.g. Mail check, give check to requester, etc)				Date 6	entered in QB:		