

ET Wyman Check Request

Date Request Submitted: _____

Individual Submitting Check Request: _____

Make Check Payable to: _____

Address for Delivery:
(if applicable) _____

Account to Charge Expense to: _____

Explanation of Expense: _____

Amount to be Paid: _____

Attach all invoices (equal to amount requested)

• If not attached, provide explanation: _____

To be completed by the Treasurer:

Amount paid: _____

Check # _____

Date paid: _____