CHECK REQUEST

DATE: _____

DEPARTMENT BILLED:

☐ 1-10 Administration (General)   ☐ 1-50 Building /Code   ☐ 2-70 Water

☐ 1-20 Police Department   ☐ 1-55 Parks & Rec   ☐ 2-75 Sewer

☐ 1-30 Court   ☐ 1-60 Public Works   ☐ 2-80 Garbage

☐ 1-40 Fire Department   ☐ 1-65 City Property   ☐ Other: _____

REMIT TO:

_____

_____

_____

_____

GIVE CHECK TO:

_____

NEEDED BY:

_____

IN PAYMENT OF:

_____

_____

SPECIAL INSTRUCTIONS:

_____

****

	ACCOUNT NUMBER	AMOUNT
Requestor: _____	_____	$ _____
Approved by: _____	_____	$ _____
	_____	$ _____
Paid: _____	_____	$ _____
	_____	$ _____
Check #: _____	_____	$ _____
	TOTAL REQUEST	$ _____