(Attachment 5)

CHECK REQUEST

			Date:	
Payable to:				
Amount (attach original bills): \$				
Account:				
Purpose of purchases:				
Disposition of check:				
Mail to:				
Return to:				
Requested by:			Date:	
Approved by:		Date:		
Check amount: \$	Check no.			Dated:

(Forward Original and One Copy, Retain One Copy)