

## BEVILL STATE COMMUNITY COLLEGE CHECK REQUEST FORM

Date Needed:	RequisitionNumber.:	Amount of Check	
Payee: Address:			
City:	State:	Zip Code:	
Explanation to be typed on the check:			
<input type="checkbox"/>	Mail to Payee	<input type="checkbox"/>	Requester will pick up at Business Office
<input type="checkbox"/>	Inter-campus Mail to Requester		Fayette Hamilton Jasper
	Sumiton Pickens County		
Remarks:			
Requested By:	Date:	Authorized By:	Date:
Printed Name		Printed Name	
General Ledger:			
Account Number:		Debit	Credit