

**NEW ENGLAND COLLEGE
CHECK REQUEST**

Check Payable to:(Legal name)

Address:

Amount requested:

PO #

Date check needed *:

Person requesting check :

Department name:

Request date:

Date of event:

Reason for request:

Pickup check or mail

Budget Officer approval:

Date:

Budget line to be charged:

Notes:

A check request must be accompanied by documentation of the expense (such as a copy of a contract, order form, receipt, etc), and an approved purchase order.

***All requests for payment must be in the Accounts Payable Office no later than 3:00 p.m. on Friday to be processed in the following weeks check run.**