CHECK REQUEST FORM

This form is used to request payment
when an invoice was not received by the vendor.

- Please complete and submit this form to Payscan or Strongroom within the same accounting period that the expenses were incurred.
- Attach any authorizations, receipts, or other forms to backup this expense.

Invoice Date: **Invoice #:**

Property Name: **Property #:**

Vendor Name: **Vendor #:**

Invoice Amount:

GL Code	$ Amount
TOTAL:	

Invoice Description:

Notes:

Authorized by:

Name: **Signature** ___________________________

Total # of Attachments: __________