



Direct Pay Check Request

This form is to be utilized to pay recurring and/or monthly bills that are not designated as a commodity, supply, equipment (or some services). If you have a question as to whether the form should be used, please contact the Procurement Department.

Date	Department	Requestor
Vendor Number		Vendor Name
Vendor Address		
Approved By		Date
Return Check to (if applicable)		
Finance/Acct. Approval		
Description		
		Total
Account number		

Comments: _____
