

REQUEST FOR ON DEMAND CHECK

Date Requested _____ when needed _____

Requesting Dept. _____

Make Check To: _____

Acct# _____ Amount _____

Acct# _____ Amount _____

Acct# _____ Amount _____

Acct# _____ Amount _____

Reason _____

I understand there will be a **\$10.00 charge** by
Administrative Services to my department budget for each transaction on this check.

Signed