

Cary Institute of Ecosystem Studies

Check Requisition Form

Date: _____

Check Payable To: _____

Attention: _____

Mailing Address: _____

City, State, Zip: _____

Enter detailed purpose of check. (Attach original receipts if necessary)

Requested By: _____

Approved By: _____

Amount: _____

Reimbursement for amounts \$25.00 and under should be requested via Petty Cash

Account No: _____

Voucher No: _____

Check Needed By: _____

Check Distribution Instructions: _____

(Check will be sent to Payee unless otherwise noted)

Employees Only:

Check here if you wish to have these monies reimbursed through your paycheck (amounts over \$25.00 only).