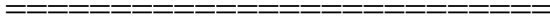




SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

***ACCOUNTS PAYABLE CHECK REQUEST***



**Date Requested:** \_\_\_\_\_

**CHECK PAYABLE TO:** \_\_\_\_\_

**Remit to Address:** \_\_\_\_\_  
\_\_\_\_\_

(Required)

**VENDOR NO.:** \_\_\_\_\_

(Required)

**CHECK AMOUNT:**

**ACCOUNT NO. CHARGE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCOUNT TOTAL:** \_\_\_\_\_

**CHECK NEEDED BY:** \_\_\_\_\_

**DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_

**REFERENCE NO.:** \_\_\_\_\_

<b>Return to originator: (Check one)</b>	<b>YES</b>	<b>NO</b>
<b>Mail attachments with check: (Check one)</b>	<b>YES</b>	<b>NO</b>

**PREPARED BY:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_