

CHECK REQUISITION

PROJECT NAME: _____
PROJECT ADDRESS: _____

MAKE CHECK PAYABLE TO: _____
Vendor # _____ Vendor Name _____

ADDRESS: _____

AMOUNT OF BILL: _____

ACCOUNT NUMBER(S) _____

AMOUNT PER ACCOUNT _____

PURPOSE FOR CHECK: _____

CHECK REQUESTED BY: _____ DATE MAILED: _____

_____ MAIL CHECK TO VENDOR _____ MAIL CHECK TO OFFICE LISTED ABOVE

Purpose of check must be specific. It should include items used for which apartment. Whether or not the tenant was charged for the part and or the repair person. These charges will be checked against the rent roll and work order logs. **PLEASE PUT ORIGINAL BILL/STATEMENT BEHIND CHECK REQUISITION. AND SEND COPY ALSO.**

Examples: If I sent in a check requisition for ten screens. I would need to specify which units the screens are for and there needs to be a charge for these items on the rent roll.

Use the back of the check requisition if needed.