Warner Southern College

REQUEST FOR CHECK

(In Business Office by Wednesday - Pickup on Friday)
(In Business Office by Friday - Pickup on Tuesday)
(Student Account Checks in by Wednesday - Pickup or Mailed Out on Friday)

Date Requested: _____

Charge to Acct. # _____

_____

_____

Payable to: _____

_____

_____

_____

In Payment Of: _____
(Please be explicit)

_____

Check Amount: _____

Dept Head Approval: _____

HOLD FOR PICK UP

US MAIL ( ) CAMPUS MAIL ( ) BUSINESS OFFICE ( ) CASHIER ( )

Other Instructions: _____

_____

Person Initiating Request: _____

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