



McMURRY UNIVERSITY

CHECK REQUEST

(Data can be entered directly on this page but then must be printed off for signatures and submission to the Business Office in hard copy form)

NAME: _____

DATE: _____

DEPARTMENT: _____

AMOUNT: _____

EXPENSE CODE: _____

PURPOSE: _____

MAKE CHECK PAYABLE TO:

REQUESTOR'S SIGNATURE

APPROVED:

DEAN or VICE PRESIDENT or SUPERVISOR

Xmail

FINANCIAL AFFAIRS

HOLD FOR: _____