



# CITY OF EAGLE PASS, TEXAS

## CHECK REQUEST FORM

DEPARTMENT \_\_\_\_\_

PREPARED BY \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

MAIL CHECK                      HOLD FOR VENDOR                      ACH

OPEN P.O.    P.O. # \_\_\_\_\_

PURCHASING COOP \_\_\_\_\_

CONTRACT # \_\_\_\_\_

**REQUIREMENTS FOR CHECK PROCESSING**

- Clear itemized invoice must be attached
- If applicable, additional documents as required per policy must be attached
- Invoice must be signed to certify goods/services were received
- Vendor must have current IRS Form W-9 & New Vendor form on file

VENDOR INFORMATION & VENDOR NUMBER

BUDGET ACCOUNT No.	DESCRIPTION AND USE	INVOICE No.	AMOUNT

FOR FINANCE USE ONLY	
INVOICE / ACCURACY	
SIGNED AS RECEIVED	
COMPLIES WITH POLICY	
NO SALES TAX	
BUDGET AVAILABLE	

TOTAL \_\_\_\_\_

\_\_\_\_\_

DEPARTMENT HEAD PRINTED NAME

\_\_\_\_\_

DEPARTMENT HEAD SIGNATURE

**IF REQUESTING A QUICK CHECK, PRE-APPROVAL FROM THE FINANCE DIRECTOR OR ASSISTANT FINANCE DIRECTOR IS REQUIRED. PLEASE SPECIFY DATE THE CHECK IS NEEDED. TO ENSURE TIMELY PROCESSEING PLEASE HAND DELIVER QUICK CHECK REQUESTS TO PURCHASING AGENT OR PURCHASING DIVISION STAFF.**

NEED CHECK BY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_