

Request for Check (Sample Memorandum)

MEMORANDUM

[Current Date]

TO: Accounting Supervisor, Accounts Payable

FROM: [Principal's Name]

SUBJECT: REQUEST FOR CHECK

Since the company will not accept a purchase order, please issue a check for the following:

\$250.00 - Registration fee for [employee's name] to attend the 41st Annual CEDPA Conference on

October 29, 30 and 31, 2004 in Sacramento, CA.

Issue check to:

CEDPA
P.O. Box 6552
Huntington Beach, CA 92615-6552

Please mail the check to the above address by September 10, 2004.

Or, if you would prefer to pick up the check, replace the above line with:

The check is needed by September 10, 2004. Please call me at extension ___ ___ ___ ___ when the check is ready to pick up.

Code to: _____
(site, program, function, object)

Thank you.

[Principal's signature]

