

**DIVINE WORD COLLEGE BUSINESS OFFICE**

***CHECK REQUEST***

DATE: \_\_\_\_\_

ISSUE CHECK TO: \_\_\_\_\_

IN THE AMOUNT OF: \$ \_\_\_\_\_

CHARGE: \_\_\_\_\_ # \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

**REASON:** \_\_\_\_\_

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

<p><b><i>FOR OFFICE USE ONLY</i></b></p> <p>JOURNAL # _____</p> <p>DATE POSTED _____</p>
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