

**CHECK REQUEST – LOIS EARLL
DUE SEPTEMBER 15**

Date: _____

This check request should be filled out and should include all dates, hours worked and amounts.

Brief summary/title of proposal: _____

Total hours/dates worked	Amount due	
_____	____/_____	_____
_____	____/_____	_____
_____	____/_____	_____
_____	____/_____	_____
_____	____/_____	_____

Summary of work for the Development Office:

Signature Division Head authorizing payment: _____

SUBMIT TO VANESSA GRIFFIN FOR PROCESSING

Account Code: _____
Account Name: Lois Earll Vanessa Griffin