



## Check Request Form

Date: \_\_\_\_\_

Date	Description	Amount	Department Code	Asset	
				Yes	No
<b>TOTAL: \$</b>				-	

**Check Payable To: (one name per form)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Special Request: \_\_\_\_\_

**Requestor:**

**Department Head:**

Name: _____ Telephone: _____ Signature: _____	Name: _____ Telephone: _____ Signature: _____
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**Approval: ( For amount \$300,00 and under ,signature of department head is sufficient )**

**Approval: ( For amount between \$300-\$2,500, signature of 1 board member and department head are required )**

**Approval: ( For amount between\$2,500-\$5000, signature of 3 board members and department head are required )**

**Approval: ( For amount above \$5,000, signature of all 4 board members and department head are required )**

**Note 1: When requestor and Department Head is the same person, signature of 1 board member is required )**

**Note 2: For amount above \$2,500, yearly budget and spending amount need to be provided by Department Head.**

1. Yin Hui  2. Victor Huang	3. Gordon Shou  4. Julia Liang
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