

Note: Attach invoice, disbursement voucher, or other evidence of authorization for payment to the upper portion of this form and fill in information called for on the blank lines below.

If no invoice is available (which will be the case for such items as rent and loan payments) fill in the requested information below and place this form in the disbursement voucher file in regular numerical order according to check number.

DO NOT ATTACH THE CANCELED CHECK TO THIS SHEET

DATE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

PAID TO \_\_\_\_\_

FOR \_\_\_\_\_

ACCOUNT CHARGED \_\_\_\_\_

\_\_\_\_\_ CHECK # \_\_\_\_\_