

MANUAL CHECK REQUEST FORM

COBB COUNTY FINANCE DEPARTMENT

Department Name Contact Name

Contact Email Date

Vendor Number Vendor Name

Address

BACK-UP DOCUMENTS MUST BE ATTACHED FOR APPROVAL

SPECIFIC REASON WHY THE CHECK IS NEEDED BEFORE THE NEXT CHECK RUN: *(Missing the deadline is not an approved reason)*

DOC ID	FUND	DEPT	SUB UNIT	OBJ/REV/BSA	AMOUNT
GRAND TOTAL					

DESCRIPTION, COMMENTS OR ROUTING INSTRUCTIONS:

MANUAL CHECK DEADLINE IS 11:00 AM IN FINANCE FOR PICK UP AT 3:00 PM.

NO MANUALS ARE PROCESSED ON THURSDAY.

Authorizing Signature

FINANCE DEPARTMENT APPROVAL USE ONLY

Accounting Supervisor Comments:

Accounting Approval Signature

Finance Comments:

Finance Division Manager Signature