

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 |
|-------------|------|------|----------|-------------|--------|
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| | | | | | |
| GRAND TOTAL | | | | | |

DESCRIPTION, COMMENTS OR ROUTING INSTRUCTIONS:

MANUAL CHECK DEADLINE IS 11:00 AM IN FINANCE FOR PICK UP AT 3:00 PM (Must be picked up same day)

NO MANUALS ARE PROCESSED ON WEDNESDAY OR THURSDAY (subject to change with Holidays)

Authorizing Signature

FINANCE DEPARTMENT APPROVAL USE ONLY

Accounting Supervisor Comments:

Accounting Approval Signature

Finance Comments:

Finance Division Manager Signature