

I'm not a bot



What is a Check Request Form? A check request form is a template that employees, vendors, companies, or individuals use to request payment or reimbursement formally. Some organizations may require the use of an internal, uniform check request form. However, contractors, employees, volunteers, and vendors can also download a template to create a personal check request. The individual completing the check request must ensure that they have accurately filled in their information. Skipping fields, entering incorrect information, or writing in a hard-to-read color or font can cause delays in the reimbursement process. Re-reading the document and having another person look it over minimizes the risk of errors, which, therefore, allows you to receive your check sooner. Sample Check Request Form: Understanding how to use a check request form prevents delays or miscommunication between parties. After choosing the desired format, gather the necessary information or documents to ensure efficiency. Often, the business or individual requires that you submit receipts or related documentation with the check request form as proof of purchase. Therefore, having the paperwork with you while filling out the request form makes it easier to complete. Step One Select a Form: Consider the purpose of the form as it may have different requirements. For instance, a volunteer organizations check request form may look different from one for a corporate organization. Choosing the layout with the most relevant fields is essential to receive compensation diligently. Step Two Include Required Information: The information to include may differ for each form, but generally, the form will require: Name; Date; Address; Email address; Phone number; Employee ID/Vendor Number/Social Security Number; Check amount; Explanation for purchase; The quantity and unit price of the item, if applicable; Approve by and Requested dates; Due date; and Signature(s). Other necessary items, such as receipts, invoices, or price quotes, typically need to be attached to the check request form, as well. Step Three Download or Print: Download the form and save it to a folder on your computer. You can fill it out electronically or print it and write it out by hand. If you request checks frequently, having quick access to a blank template will save time in the future. Step Four Submit to Recipient: Submit the check request to the appropriate person or department. Depending on the organization, this may be a supervisor, treasurer, or accounting department. Make sure to submit it in their preferred method by hand, mail, or electronically. Check Request Form Templates: Excel: Benefits of a Check Request Form: A check request form provides several benefits for the parties involved. Most importantly, it prevents individuals from paying for costs out of pocket. It works by informing the company or organization of the expense and the reason(s) for purchasing the item or service. Request Funds Before Purchasing: The person requesting a check may not want to use their own money. In this case, they must complete the form in advance and receive permission from the treasurer, department head, or another authorized person. Once they receive the check, they would only have the ability to use it towards the approved purchase. In other words, they could not use it to pay for another item or a personal expense. Request Funds After Purchasing: On the other hand, a person can submit a check request after the purchase to receive reimbursement. 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