

Check Request – Ohio ACTE Divisions

Today's Date: _____

Amount: _____

Note: Ohio ACTE's policy is that invoices properly submitted will be paid within 2 business weeks for amounts \$1,000 and under; and 30 days for amounts over \$1,000.

Attach receipts/invoices to this request.

Make Check payable to:

Send To (address):

MEMO:

Funds should come from: _____

Division Name (and account if known)

Purpose/Reason for the Check: _____

Submitted by: _____

Division Position: _____

NOTES: _____