



## REQUEST TO RETURN CHECK TO COST CENTER

I am requesting the following check to be returned directly to me instead of being mailed directly to the vendor.

Vendor name and number: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Reason for Check or PO #: \_\_\_\_\_

Why I need the Check to be sent to me: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Requestor Name

\_\_\_\_\_  
Date