



Updated

05-APR-24**WAUKEGAN PUBLIC LIBRARY  
CHECK REQUEST FORM****Department Manager**

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**Date**

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**Date Check Needed**

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Request due by the 5th and 20th of each month**Amount**

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Checks are cut on the 10<sup>th</sup> and 25<sup>th</sup> of each month

Mail Check

Hold for Pickup

**Payable to:**

Name

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Address

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Phone and Email

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**Reason for Check**

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**Name of Program**

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**Name of Grant**

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**Account Number**

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**Please attach any supporting documentation and forward to Business Office for processing.****Approval**

Supervisor

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W9 on file

☐

Finance Manager

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W9 attached

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Executive Director &gt; \$500

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Contract attached ☐**Date Paid**

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This form is to be used to reimburse employees for all WPL related expenditures.

All expenditures should be pre-approved by Department Head or Manager prior to purchase.

Lack of documentation or proper approvals could delay check processing.