



Updated

26/03/24**WAUKEGAN PUBLIC LIBRARY
CHECK REQUEST FORM****Department Manager**

Date

Date Check Needed

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

Checks are cut on the 10th and 25th of each month
Mail Check ☐ Hold for Pickup ☐**Payable to:**

Name

Address

Phone and Email

Reason for Check

Name of Program

Name of Grant (if applicable)

Account Number

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

Supervisor

W9 on file ☐

Finance Manager

W9 attached ☐

Executive Director > \$500

Contract attached ☐**Date Paid**

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.