



# Charlotte Housing Authority

## HOUSING AUTHORITY OF THE CITY OF CHARLOTTE CHECK REQUEST

Payment for Goods or Services not included on a Purchase Order

Payable to:

Amount due:

Offline Check being Requested? Yes      No      Date Needed:  
(If offline request, please indicate below why check is needed prior to next scheduled check-run?)

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**EXPLANATION FOR THE REQUEST** (Attach Supporting Documentation):

**Charge To:**

(Contract)	(Job)	(Cost Category)	(Account #)	(Property)	Amount
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**SIGNATURES:**

Requested by      Date

Approved by Dept. Head      Date

Approved By      Date

Budget Approved By      Date