

**CHECK REQUEST FROM CASH**

DGS OFS 2004 (Rev. 02/2021)

**SECTION A - CHECK INFORMATION**

BUSINESS UNIT NUMBER	SUPPLIER NUMBER	AMOUNT	
SUPPLIER (PAYEE NAME)	ORGANIZATION NAME	CONTACT NAME	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

**SECTION B - CHECK TYPE (Select only one)**

CASH TYPE:	GENERAL CASH	AGENCY CASH
	CASH IN TRANSIT	ACCOUNTS RECIEVABLE REFUND
	DISHONORED CHECKS	UNCLEARED COLLECTIONS
	PARKING REFUND	REVENUE
	OAH REFUND	GENERAL CASH DISBURSEMENT
	AUCTION REFUND	OTHER _____

**SECTION C - MEMO DESCRIPTION TO BE ENTERED ON THE CHECK STUB****SECTION D - ACCOUNTING CHARTFIELD**

FUND	REPORTING STRUCTURE	ACCOUNT	ALTERNATE ACCOUNT	ENY	FUND AFFILIATE

**SECTION E - RELEASE CHECK (Select Appropriate Box)**

MAIL TO PAYEE	FORWARD CHECK (Name)
OFFICE PICKUP	(Phone)
INCLUDE ATTACHMENT(S)	OTHER
OAH REFUND	

**SECTION F - PREPARED & APPROVED BY**

PREPARED BY	APPROVED BY	DATE
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**SECTION G - RECEIPT INPUT**

COMPLETED BY	REPORT OF DEPOSIT NUMBER	DATE
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**SECTION H - CHECK RELEASED**

RELEASED BY	DATE	CHECK NUMBER	CHECK DATE
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