

PREPAID DISBURSEMENT REQUISITION - WINNEBAGO COUNTY

REQUESTED BY: _____ DEPARTMENT: _____ DATE: _____

REQUIRED: Indicate why a prepaid check is necessary, instead of utilizing the normal board check process:

TO: _____

VENDOR #: _____

TOTAL AMOUNT: \$ _____

Note: If this payment is to be made by wire transfer, do not use this form. The 'Bank Transfer Authorization' form must be used.

Information to put on "memo" line (optional): _____

Checking Account: Treasurer's Account Payroll

Invoice numbers and account charge-to codes are required:

INVOICE #	ORG	OBJECT	PROJECT	AMOUNT:	

County policy is that all checks be released or mailed directly to the payee by the County Clerk's Office. For departures from this policy, please indicate and explain below:

County Clerk please release to: _____

Date mailed:

Explanation: _____

DEPARTMENT AUTHORIZATION: _____

Administrative Departmental Use Only

Auditor's Office Approval: _____

Auditor's Office Release: _____

Treasurer's Office Approval: _____

Recorded By: _____ Check # _____

Received By: _____ Date: _____