

**CHECK REQUEST - TALCOTT GRAN  
DUE SEPTEMBER 15**

Date: \_\_\_\_\_

This check request should be filled out by one member of a Talcott Gran team and should include all applicable names and amounts.

Brief summary/title of proposal: \_\_\_\_\_

Name	Total hours/dates worked	Amount due
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_____	____/_____	_____
_____	____/_____	_____
_____	____/_____	_____
_____	____/_____	_____
_____	____/_____	_____

**Summary of work for the Development Office:**

Signature Division Head authorizing payment: \_\_\_\_\_

**SUBMIT TO VANESSA GRIFFIN FOR PROCESSING**

Account Code: _____	_____
Account Name: Talcott Gran	Vanessa Griffin