

Accounts Payable Check Request

Please print or type all information.



GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT – ONE TEAM

This form is to be used for
(check all that apply):

- Out-of-Cycle Check Requests
- When no invoice will be available
- Advances for business expenses

1. Vendor Information	
Vendor/Employee #:	02365
Name:	Hyatt Regency Lake Tahoe
Street Address:	P.O. Box 842208
City, State & Zip:	Dallas, TX 75284
*Please Complete Vendor/Employee # & Address info	

2. Special Instructions
Please mail
Date Check Needed By:
<input type="checkbox"/> Next Check Run
<input type="checkbox"/> Other:

3. Reason for Out-of-Cycle Check:
<input type="checkbox"/> Discount <input type="checkbox"/> Contract <input type="checkbox"/> Avoid Penalty
<input type="checkbox"/> Other, explain:

4. Description of Purchase or Date of Travel for Advance
Hyatt Sport Shop April 2024, sales due for April 2024 rent. Hyatt Regency LT due 10%.
Rent Due: \$27,923.00 x 10% = \$2,792.30
GL date is April 30, 2024 BELOW IS THE NEW ACCOUNT

5. Purchase Order, please list Purchase Order Number:	
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6. Accounting Code (Fund-Dept-Div-Object) (example: 100-00-000-7415)		
Acct #	Amount	Description
303-43-96-7480	\$2,792.30	Hyatt Regency LT mthly rent Apr '24
303-43-96-7480		
- - -		
- - -		
- - -		
Total:		\$2,792.30

7. Requested By:	Approved By:
Name: Anne Yeager	Name: Vicky Nye
Full Signature: 	Full Signature:
Department: Finance/Accounting	Department: Finance/Accounting
Date: 05/06/2024	Date: 05/06/2024

