

**COMPTROLLER OFFICE
SPECIAL CHECK REQUEST**

NUMBER 050F
EFFECTIVE DATE: 07-03-2012
REVISED:
AUTHORITY: BOC
COUNTY MANAGER: PAW

STOREY COUNTY

TO: COMPTROLLER'S OFFICE

DATE __

FROM DEPARTMENT __

When do you need the check by: __

Can the Treasurers Office mail the check? Yes or No

Name who is to pick up the check if needed __

EXPLANATION FOR SPECIAL CHECK REQUEST:

Request signed by :

Authorized by:

Comptroller or his/her designee

Please be aware special checks may not be able to be processed on the day of the request.
Usually a minimum of 48 hour turn around time is needed.