

**Check Request Form – SLCCBuy**

This form can be used when submitting a Payment Request or PO Invoice Form in SLCCBuy when an invoice is not provided, e.g., payments to individuals and refunds.

List a description of the items below. A copy of this form along with any pertinent documentation related to the payment, such as an email, should be uploaded and attached to the Payment Request or PO Invoice form in SLCCBuy.

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| **Item Description** | **Amount**  |
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| **Total Due:**  | $ 0.00 |