



The Cove at Yarmouth

183 Main Street
West Yarmouth, MA 02673-4653

Phone (508) 771-3666
Fax (508) 771-9410

CHECK REQUEST

Date Needed: _____

Requested By: _____

Date: _____

Vendor Acct#: _____

Chart of Acct#: _____

Payee: _____

Address: _____

#/Street

City/Town

State/Zip

Reason for check: _____

Amount of Check: \$ _____

Approved for Payment: _____

Authorized Signature

Title

**CHECK REQUEST FORMS MUST BE COMPLETED AND IN ACCOUNTS PAYABLE
BY:
TUESDAY, BEFORE 5:00PM, NO EXCEPTIONS CAN BE MADE**

Please Hold for Resort: _____

Mail to Payee: _____