

**CHECK REQUEST FORM  
CONDOMINIO LA PUNTILLA**

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

Name of person requesting check:  
\_\_\_\_\_

Vendor:  
\_\_\_\_\_

Services performed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date services were performed: \_\_\_\_\_

Amount of check requested \$ \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Is the check to be sent to the requester or the vendor?

Requester: \_\_\_\_\_

Vendor: \_\_\_\_\_

• **ATTACH RECEIPTS**

• **NEEDS FACTURA**

\_\_\_ **YES** \_\_\_ **NO**

**EXPENSE G/L CODES**

**Expenses**

Employee Christmas Party  
Bottled Water  
Assembly Expense

**Gardening & Landscaping**

Landscape Contract  
Palm Maintenance  
Irrigation Repairs  
Fumigation  
Equipment Repair & Replacement  
Plants & Related Supplies

**Carcamo**

Maintenance  
Products  
Electrical/HVAC  
Pumps

**Utilities**

Electricity  
Garbage  
Oromopas Water  
Telephone

**Waste Treatment**

Chemicals  
Cleanout  
Irrigation \_\_\_\_\_  
Repairs \_\_\_\_\_

**Legal & Accounting**

Insurance  
Accounting  
Legal  
Notario  
Taxes & Licences  
Bank Charges  
Office Supplies/Misc.

**Supplies**

General  
Plumbing  
Painting & Supplies  
Cleaning Supplies  
Electrical Supplies  
Equipment Fuel

**Repairs**

Water Repairs  
Electrical Repairs  
Water Equipment  
Repairs unclassified



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