

# KCT CHECK REQUEST

DATE \_\_\_\_\_

TO: Greg Gallagher  
Klickitat County Treasurer  
[treasurers@klickitatcounty.org](mailto:treasurers@klickitatcounty.org)

County Department/District/Agency \_\_\_\_\_ authorizes the Klickitat County Treasurer to process the following request.

PAYEE NAME: \_\_\_\_\_

PAYEE ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

REQUESTED BY (DATE): \_\_\_\_\_  ASAP

\*NOTE: Checks are typically cut on Thursdays

BARS Code	Original Deposit Date	TRE Receipt #	Amount
Total:			

Mail Check Directly to Payee

Return check to Department for mailing

\*\*NOTE: For the backup, please include Invoice (if applicable), Department receipt, Treasurer’s Receipt.

Signature of Authorized Officer \_\_\_\_\_ Printed \_\_\_\_\_ Phone \_\_\_\_\_

**KLICKITAT COUNTY TREASURER’S OFFICE**  
**GREG GALLAGHER, TREASURER**

**509-773-4664**  
205 S. COLUMBUS, ROOM 201  
GOLDENDALE, WA 98620  
(800) 766-5403  
FAX (509) 773-6301