



MARTINAIRE CHECK REQUEST

- INSTRUCTIONS:**
- Check Requests must be separated by month.
 - Fill out separate requests for Taxable and Non-taxable Items.
(Attach receipts to back of request)
 - Aircraft washes must include Flight Number and Aircraft Number.
 - Send Requests weekly. Do Not delay. Check Requests due no later than the 10th of the following month.

DATE OF REQUEST

DATE RECEIVED

ACTION	
<input type="checkbox"/>	Mail Direct to Payee
<input type="checkbox"/>	Sent to Flight Ops.
<input type="checkbox"/>	Hold for Pickup

PAYEE INFORMATION		
Name:	Emp. No:	
Address:		
City:	State:	Zip:

FLT. No.	DATE	EXPLANATION	ACCT. CODE	AMOUNT
			TOTAL AMT.	

APPROVAL

<i>Supervisor</i>		<i>Date</i>		<i>Dept. Head</i>		<i>Date</i>	
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