



SD

FORM
FIN1510-01
For Accounts Payable Use Only

CHECK REQUEST FORM

Vendor Number

Use this form to arrange for payment to individuals or businesses when a Purchase Order or P-card is not required.

This form must be submitted in typed format only.

Vendor Information						
Vendor or Employee Name		Date : 11/13/2024				
Atlanta Hawks		Dept Name: Parks and Recreation				
Attn: Britt Obi-tabot		If payment is to a Vendor, is a W-9 on file in the Purchasing Office?				
Mailing Address:						
101 Marietta Street NW, Street 1900		If No, a completed W-9 MUST be attached.				
Atlanta, GA 30303						
Email Address		shannon.dean@rockdalecountyga.gov				
EXPENSE/ACCOUNT DETAILS						
Description (for individuals, Services, Expense Reimbursements)	Date of Service or Invoice	General Ledger Account				Amount
		Fund	Function	Account	Dept.	
Invoice: 2024-25	11/4/2024	100	6120	523850	61	\$16,000.00
				531100		
Total Check Amount						\$16,000.00
DESCRIBE FULLY THE NATURE OF THE PAYMENT						
2024-25 Atlanta Jr Hawks Uniforms						
SIGNATURES/APPROVALS						
Dept. Designee	Date	Director of Finance	Date			
<i>[Signature]</i>	11/13/2024	<i>[Signature]</i>	11/29/2024			
Staff Accountant/Grant Staff	Date	Purchasing	Date			
<i>[Signature]</i>	11/19/24	<i>[Signature]</i>	11/18/24			
CHECK HANDLING INSTRUCTIONS						
5. Mail (Enclose attachments if required in letter size envelope)	6. Pick Up-Approval by Finance Director Available at the Finance Office Front Desk after 2:00 pm every Friday		7. Send Inter-Department Mail Will be placed in mailbox after 2:00 p.m. every Friday			

Revised 5/01/2023
WJF 11.19.24

Please send this form with attachments to the Department of Finance. Each check request received Monday-Friday will be processed the following Friday.

2024-621

INV# 2024-25



Atlanta Hawks Basketball
2024-25 JR. HAWKS UNIFORMS INVOICE

Name	Jason Redmond
Account Number	24197717
Company	Rockdale Parks & Recreation
Address	1781 Ebenezer Road, Conyers GA 30094

Invoice Date	11/4/2024
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GAME	Description	Uniforms	Uniform Price	Total
n/a	Atlanta Hawks Jr. Hawks Program	320	\$ 50.00	\$ 16,000

Total	\$ 16,000.00
Service Fee	\$
Amount Paid	\$
Remaining Balance	\$ 16,000.00
	\$ 16,000.00

Remit to:
Atlanta Hawks
Attn: Britt Obi-tabot
101 Marietta Street NW, Suite 1900
Atlanta, GA 30303

Cash
Check (Please see Overnight Mail or Remit)
Credit Card

Overnight Mail:
Bank of America Lock Box Services
Atlanta Hawks, LP
Lockbox 744704
6000 Feldwood Road
College Park, GA 30349

Name
CC#
EXP/CVV / Zip Code
