

Vendor Check Submittal Form

INSTRUCTIONS: This form is to be completed by CHA vendors who submit monetary contributions to the Section 3 Tier III Fund, which covers other economic opportunities for CHA residents. Please complete this document in full and submit the document with the noted check(s) to the following address:

Chicago Housing Authority
 Attn: Treasury Department
 60 East Van Buren, 11th Floor
 Chicago, IL 60605

***Please complete the following information before sending this form to CHA with the check payment. ***

1. Contract Number: _____
2. Purchase Order Number: _____
3. Vendor Name: _____
4. Check Dollar Amount: _____
5. Check Number: _____

6. Complete this table with payment information:

Total Dollar Amount Committed to Section 3 Tier III Fund for Aforementioned Contract Number/Purchase Order Number	Total Dollar Amount Paid to CHA for Aforementioned Contract Number/Purchase Order Number (including this payment amount)	Remaining Balance Owed to CHA for Aforementioned Contract Number/Purchase Order Number

7. Select the "Other Economic Opportunities" fund that these monies will benefit:

- Scholarship 7000748215-3690-103 (CHA Internal Account Coding)
- Daycare and Transportation 7000748215-3690-104 (CHA Internal Account Coding)
- Job Training 7000748215-3690-105 (CHA Internal Account Coding)

***If no selection is made, CHA will designate these funds. ***

 Authorized Agent's Name (Please Print)

 Phone Number

 Signature of Authorized Agent

 Date