



Deposit Date: _____
 Internal Use Only

Vendor Check Submittal Form

INSTRUCTIONS: This form is to be completed by CHA vendors who submit monetary contributions to the Other Economic Opportunities Fund, which covers various programs 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 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**