FORM
FIN1510-01
For Accounts Payable Use Only

Vendor Number
53591

CHECK REQUEST FORM

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**
Terminus Municipal Advisors LLC	3/8/2023 FINANCE
	If payment is to a Vendor, is a W-9 on file in the Purchasing Office?
Mailing Address	
3330 Cumberland Blvd SE	If No, a completed W-9 MUST be attached. Email Meagan Porch in our Purchasing Division.
Suite 660	
Atlanta, GA 30339	
Email Address	
	meagan.porch@rockdalecountyga.gov

EXPENSE/ACCOUNT DETAILS

Description (for individuals, Services, Expense Reimbursements)	Date of Service or Invoice	General Ledger Account				Amount
		Fund	Function	Account	Dept.	
CFO Activities - David Corbin	3/6/2023	100	1510	511200	03	$17,000.00
January & February 2023						
					Total Check Amount	$17,000.00

DESCRIBE FULLY THE NATURE OF THE PAYMENT

SIGNATURES/APPROVALS

Dept. Designee	Date	Director of Finance	Date
WW	3.8.23		
Staff Accountant	**Date**	**Purchasing**	**Date**
MK	3/9/23	Meagan Malone	3/9/23

CHECK HANDLING INSTRUCTIONS

5. Mail	6. Pick Up-Approval by Finance Director	7. Send Inter-Department Mail
(Enclose attachments if required in letter size envelope)	Available at the Finance Office Front Desk after 2:00 pm every Friday	Will be placed in mailbox after 2:00 p.m every Friday

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

2023-129

Terminus Municipal Advisors, LLC
3330 Cumberland Blvd, Ste 660
Atlanta, GA 30339
(404) 418-5211

INVOICE

BILL TO
Rockdale County GA
962 Milstead Ave.
Conyers, GA 30012

INVOICE # 23126-2
DATE 03/06/2023

DESCRIPTION	AMOUNT
Financial Advisory Services for February, 2023	~~10,500.00~~
CFO Activities for January, 2023 (David Corbin)	8,500.00
CFO Activities for February, 2023 (David Corbin)	8,500.00
BALANCE DUE	~~**$27,500.00**~~

$17,000.00

Wiring Instructions:
Receiving FI: Affinity Bank
ABA/Routing: 261170371
Beneficiary: Terminus Municipal Advisors, LLC
Account #: 1020285