

# Check Request

## Instructions:

1. Complete this form
2. Attach original receipt(s) dated within last 30 days; no requests will be honored over 30 days
3. Obtain president's signature approving purchase(s)
4. Present the completed form with attached receipts and president's signature to treasurer

Date Submitted: \_\_\_\_\_ Committee Requesting Check: \_\_\_\_\_

## Itemize Receipts:

	<u>Vendor</u>	<u>Budget Category to Charge</u>	<u>Amount</u>
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____

**Total Reimbursement Amount Requested: \$** \_\_\_\_\_

**President's Approval (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Check requested by (signature): \_\_\_\_\_

Mail to my home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Submit to:

We are tax exempt; therefore, taxes will not be honored by the Treasurer. **TAX EXEMPT #** \_\_\_\_\_

**For Treasurer Use Only:** Date Check Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check #: \_\_\_\_\_ Category: \_\_\_\_\_  
Check was:  Mailed on \_\_\_\_/\_\_\_\_/\_\_\_\_  Delivered in person on \_\_\_\_/\_\_\_\_/\_\_\_\_