



## CHECK REQUEST FORM

*Use a separate form for each payee.  
Receipts, invoices and/or other supporting documentation must be attached.*

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

Date	Use of Funds	Amount Requested:
<b>Total</b>		<b>\$</b>

If check is to be mailed, where should it be sent?

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(For the treasurer's use only)**

Approved:

Date	Check #	Acct. #	Account	Amount
				\$

split


Posted By: \_\_\_\_\_

On: \_\_\_\_\_

Revised: 8/27/2013