REQUEST FOR CHECK

*** TODAY'S DATE: _____**

*** CHECK PAYABLE TO: _____**

*** ADDRESS:_____**

*** _____**

*** EVENT/PURPOSE: _____**

*** _____**

Itemize Expenses and Attach Receipts	**Amount**
TOTAL	**$0.00**

Signature

Required X _____

*** Required entry. Staple all receipts to this form. Sign the completed form and submit it to the Treasurer by the 15th of the following month.**

Rev. June 2014