



CHECK REQUEST

DATE _____

CHECK PAYABLE TO	_____
ADDRESS	_____
PHONE	_____
EMAIL	_____

AMOUNT REQUESTED	_____
DESCRIBE USE OF FUNDS	_____ _____
BUDGET ACCOUNT	_____
PERSON REQUESTING PAYMENT	_____
CHAIR APPROVAL	_____
Please attach all receipts relating to this transaction	

For office use only:

BOARD APPROVAL

CHECK# _____

DATE _____

AMOUNT _____