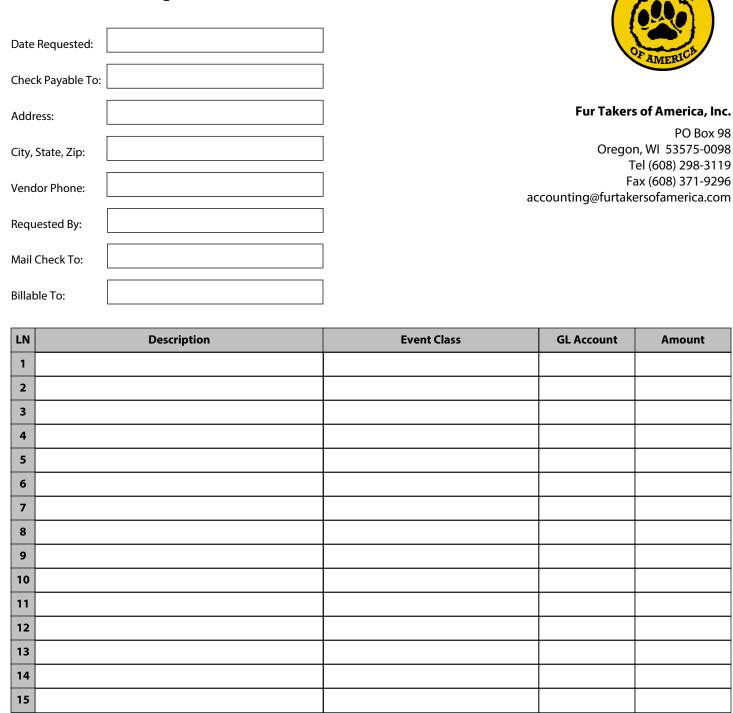
Check Request

O M M E N T



IMPORTANT: Please review page 2 for instructions. Incomplete forms or missing documents will be returned. If you have questions or need assistance please contact the bookkeeper at (608) 298-3119 or accounting@furtakersofamerica.com

Total:

INSTRUCTIONS:

This form should be completed using Adobe Reader which is available for free download at www.adobe.com

Use the buttons at the top of the form to print a copy for your records and submit to the bookkeeper for payment. All required receipts must be attached if mailed or scanned and attached if e-mailed.

Complete billable field if this request should be billed for reimbursement.

Each line requiring a receipt must be on a separate line and the line number written on the receipt for easy reference.

Receipts are required for items or services such as postage, hotels, tolls, office supplies, trade show fees, etc. Receipts are not required for mileage but the line must include the date traveled, total miles and reason for travel.