

## Honeybee Quilters - Check Request Form

*Please complete the following:*

Date of request \_\_\_\_\_

Name of requestor \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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

Address \_\_\_\_\_

Check amount \$ \_\_\_\_\_

Description of purchase/items \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of event or committee \_\_\_\_\_

Requestor's signature \_\_\_\_\_

All receipt(s) **MUST** be attached to this form if items have already been purchased. If purchase has been approved but not yet made, please submit receipts to the treasurer as soon as possible.

### TREASURER'S USE ONLY

Date	Check #	Check Amount
Approved By		Treasurer's Initials