

Check Request Form

1 To whom is the check to be written

Name _____

Address _____

2 Purpose (what is/was the money spent for?)

3 Date the check is needed _____ Amount of check \$ _____

Date this form was submitted _____

4 Contact details of the person submitting this form

Name _____ Phone _____

Signature _____

5 Approved by _____

(If the form is submitted by the Committee Chairperson, it must be approved by an Executive Officer)

6 Attach receipts to the back of this form

7 Please indicate the budget which is to be charged

FUNDRAISING

- Fall Fundraiser
- Spring Fundraiser
- Other _____
- Other _____

SERVICES

- _____
- _____
- _____
- _____

ADMINISTRATION

- Postage
- Photocopies
- Office Supplies

OTHER

- _____
- _____
- _____

For Treasurer's Use Only:

Check # _____ Date _____ Amount \$ _____