



CHECK REQUEST (rev.4/7/23)

Today's Date: _____ Need by Date: _____

(circle one that applies)

Category Expense: Program Membership Seminar Fundraising

Mystery Holiday Party Overhead

Purpose of Expense _____

Payable To: _____

Itemized Expenses: (receipts must be attached)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Check Requested By: (print name): _____

Treasurer use only:	
Date Received:	_____
Date Paid:	_____
Check #:	_____