



# CHECK REQUEST

Date of Request: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

Requested By: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Payee's Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mail Check? Yes / No Comment: \_\_\_\_\_

Reason for Check: \_\_\_\_\_

Charge To: \_\_\_\_\_  
 (Committee)

ACCT #	DESCRIPTION	\$-AMOUNT
<b>TOTAL \$</b>		

\_\_\_\_\_  
 Committee Chairperson

\_\_\_\_\_  
 Treasurer (if > \$1,000.)

Check Number

Date Check Cut

Issued by

\* Attach proper documentation - receipt, copy of check, etc. \*