



### CHECK REQUEST

**IMPORTANT!** Please follow these directions to facilitate timely processing. This Check Request must have either a letter/flyer, receipt or any other form of documentation for the reason for this request. The request should be approved by the Board/President or Event Chairperson prior to turning the request over to the Treasurer. **THANK YOU!**

Date: \_\_\_\_\_

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

Make Check Payable to: (name & address if possible)

\_\_\_\_\_  
\_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_

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

Club Expense: \_\_\_\_\_ Community Fund Expense: \_\_\_\_\_

Credit or Debit budgeted account: \_\_\_\_\_

**REQUESTOR IS RESPONSIBLE FOR OBTAINING REQUIRED APPROVALS PRIOR TO GIVING TO THE TREASURER FOR PAYMENT**

Approved By \_\_\_\_\_  
Signature                                  Print Name                                  Date