

Request For Issuance of Check by Treasurer

Date: _____

Re: Club Operations

Club Foundation

(Avenue of Service / Name of Committee)

Function: _____
(What was the expenditure for? Ex: advertising, food, repair supplies, etc.)

Amount Requested: \$ _____

*** Please include copies of any receipts or invoices associated with this check request.**

Make Check out to: _____

Hand Check to: _____

Mail Check:

Name / Company Name

Street Address / P.O. Box

City, State, Zip

Requesting Person Name (please print): _____

Requesting Person Signature: _____

Chairperson/Board Member Name (please print): _____

Chairperson/Board Member Signature: _____

Treasurer Use Only

Check Number _____

Club Operations Account

Club Foundation Account

Date: _____

Issued To: _____

Treasurer's Initials: _____