



Check Request Form

Grants and Reimbursement of expenses

SUBMIT TO: Club Treasurer, Altrusa International of Temple Tx, Inc. Date: _____

Request Submitted by: _____

GRANT (Check only):

Project Name: _____ Amount: _____

Project Budget: _____ Project Chair: _____

Deadline Date Required: _____ EIN# (Required \$5,000+) _____

Make Check Payable to: _____ (Federal Employer Identification Number)

Contact Person: _____ Address: _____

Mail to above address _____ or hand deliver by: _____

ADMIN: I hereby request reimbursement for expenses incurred on behalf of the Club:

PROJECT: **COPY TO: Project Chair:**
 Must submit receipt(s) with request to Club Treasurer

Project Name: _____ Admin Activity: _____

Project Chair: _____ Project Budget : _____

Make Check Payable to: _____

Date:	Expense Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

****The Foundation is sales tax exempt, but the Club itself is not. The Club is a 501(c)4 and is subject to sales tax.**
 However, items purchased for the Taste are sales tax exempt because that is a function of the Foundation. Please remember to have the "Texas Sales and Use Tax Exemption Certificate" when making purchases for the Taste.

(FOR TREASURER'S USE ONLY)	
DATE PAID	CHECK #