



# CHECK REQUEST



Amount: \$ \_\_\_\_\_ (Attach Receipt or Bill)

Purpose of Purchase(s):

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Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
(Committee Chair or Officer)

## Disposition of Check

Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check Amount: \$ \_\_\_\_\_ Check No: \_\_\_\_\_ Dated: \_\_\_\_\_