

CHECK REQUISITION FORM

Date: _____

Payable To: _____

Amount \$ _____ Receipt Attached: YES _____ NO _____

Description:

Budget Account: _____

Requested By: _____

Signature

If Committee Expense: _____

Chairperson's Signature

Approved by: _____

President's Signature

Date Check : _____

Request Received: _____

Date Paid: _____

Check # _____

Check Amount : \$ _____

Treasure's Initials: _____

All reimbursements must be in the form of a check. A check request, with receipts attached, must be filled out and signed in order to get reimbursed for expenses. Cash received from fund-raising activities should not be used to reimburse or pay for expenses under any circumstances.