Club Check Request Form

|  |  |  |  |
| --- | --- | --- | --- |
| Payee: | For | Treasurer | Use |
| Address: | Check No. Date of Issue:Amount of Check: |
| Date Requested: |
| Requested Amount: |
| Budgeted Categories: |
| **Date** | **Description** |  | **amount** |  |
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|  |  |  |
|  | TOTAL | $ |

Please attach **ORIGINAL** receipts for all expenses**.**

Approved by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Treasurer (print name) |  | Signature |  | Date |
| Community Club Leader (print name) |  | Signature |  | Date |

