Club Check Request Form

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| --- | --- | --- | --- | --- | --- | --- |
| 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 |

