Form 8.9 – Club Check Request Form

Payee:	For Treasurer Use
Address:	Check No.
Date Requested:	Date of Issue:
Requested Amount:	Amount of Check:

Budgeted Categories:

Date	Description	Amount
	TOTAL	$

Please attach **ORIGINAL** receipts for all expenses **(No reimbursement without a receipt or a completed Missing Receipt Form 8.10).**

Approved by:

Project Leader (print name)	Signature	Date
Treasurer (print name)	Signature	Date
Community Club Leader (print name)	Signature	Date