

Form 8.9 – Club Check Request Form

Payee:	For Treasurer Use		
Address:			Check No. <input type="text"/>
Date Requested:			Date of Issue: <input type="text"/>
Requested Amount:			Amount of Check: <input type="text"/>
Budgeted Categories:			
Date	Description	Amount	
TOTAL		\$ <input type="text"/>	

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

Approved by:

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