



# Request for issuance of a check by Treasurer

Foundation request

Club request

Date of request: \_\_\_\_\_

Date check needed by: \_\_\_\_\_

Requested by: \_\_\_\_\_  
(Name and or name of committee)

Function: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Check payable to: \_\_\_\_\_

Mail check

Deliver check to requester.

Requested by: \_\_\_\_\_  
(Name and or name of committee)

Approved by: \_\_\_\_\_  
(Board member name and signature)

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**For treasurer use only:**

Check number \_\_\_\_\_

Issuing date: \_\_\_\_\_

Treasurer sign off \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_.