



## Check Request

Must be approved by President and have attach receipts and/or documents for processing.

Date:

Total Amount:

Description of Expense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payable To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by President: \_\_\_\_\_

Operating Budget

Foundation Budget

Check # \_\_\_\_\_ Date \_\_\_\_\_ Processed By \_\_\_\_\_