



## Check Request Form

Please prepare a check to the following payee

Payee: \_\_\_\_\_ Check Amount \$: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Needed: \_\_\_\_\_

---

### MEMBER REQUESTING INFO

Date Requested: \_\_\_\_\_

Requested By: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Special Handling Instructions: \_\_\_\_\_

---

*Please attach supporting documentation*

### INVOICE CATEGORIES

Expense Category*	Description of Expense	Amount
TOTAL		\$

(\*Expense Categories: printing, postage, hospitality, fees, site rental, judge expenses, instructor expenses, equipment, awards, supplies, etc. If you are not sure of the correct category, please describe the expense.)

Send this form with supporting documentation to Club Treasurer: [val.tangen44@gmail.com](mailto:val.tangen44@gmail.com)