

**Form 8.9 – Club Check Request Form**

Payee:	<b>For Treasurer Use</b> Check No. Date of Issue: Amount of Check:
Address:	
Date Requested:	
Requested Amount:	

Budgeted Categories: Utilities

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: (Print Name)	Signature	Date
Treasurer (print name)	Signature	Date
Community Club Leader (print name)	Signature	Date