**Instructions:**

1. Please fill out this form and email it to the Board Member overseeing this expense.
2. You may scan in receipts and email them as an attachment or you mail them directly to the Treasurer.
3. The Board Member will sign (you may type your signature and e-mail) and forward to Treasurer

Ann Simonson. ajsimo@comcast.net

1. Each request must be signed (or email verified) by a Board Member and Treasurer.
2. Treasurer will send the request to the accountant who will cut and mail the check.
3. Accountant will keep check request forms and receipts on file.

**Type of Request:** **Committee:
Date requested:**

**Date check needed:**  (allow two week lead time)

**Person making request:**

**Email address:** **Phone (area code first):**

**Physical Address:**

**Amount Requested:**

**Reason for Expenditure:**

**Make the check out to this payee:**

**Send check to:**

**Address:**

 **Receipts will be mailed directly to the Treasurer.**  **Receipts are scanned and attached.**

|  |  |
| --- | --- |
| **Approved by:**  |  |

*(Board Member please sign and date)*

**For Treasurer:**

|  |  |
| --- | --- |
| **Approved (sign and date):**  |  |
| **Budget line item to charge expense:**  |  |