

SHIP 2017 CHECK REQUEST

DATE REQUESTED: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

NAME OF PERSON REQUESTING: \_\_\_\_\_

Phone/email (if questions): \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

ATTACH ALL RECEIPTS OR ANY NECESSARY PAPERWORK TO GO WITH CHECK

Note: Mates, please attach outing spreadsheet and list gas, grub and other payments below- only 1 check request per outing needed if spreadsheet attached

Instructions:

\_\_\_\_ Give check to \_\_\_\_\_

\_\_\_\_ Return to person requesting check

\_\_\_\_ Mail to :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explanation of Expense (deposit, gas, grub, etc)

Amount

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Treasurer use only:

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

Check Date: \_\_\_\_\_

GL Account: \_\_\_\_\_

\_\_\_\_\_