



# CHECK REQUEST

Date Requested	Date Needed

Person Submitting: \_\_\_\_\_

CHECK TO: \_\_\_\_\_

THEIR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

(Instructions) \_\_\_\_\_

Call/Pickup to Deliver

Telephone: \_\_\_\_\_

Company/Contact Name: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTATION OF PURPOSE (CLUB OR FOUNDATION)

\_\_\_\_\_

\_\_\_\_\_

TOTAL DOLLAR AMOUNT: \$ \_\_\_\_\_

**\*Must attach original back up (invoices, Receipts, etc)\***

If a service or entertainment bill, please get 1099 or W9 at first contact!!!

### Services/Entertainment

For Accounting Only

Select	Code		W9 on File? \$599+
Club		Yes	Yes
FDN		No/Get!	No-Get it first!!!