

**CHECK REQUISITION**

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

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

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

LEAVE CHECK IN OFFICE - I WILL PICK IT UP. \_\_\_\_\_

OTHER INSTRUCTIONS: \_\_\_\_\_

**SOURCE OF FUNDS**

BUDGET ITEM FOR \_\_\_\_\_ COMMITTEE

MISCELLANEOUS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(Please attach all receipts)