

CHECK REQUEST FORM



REQUESTER FILLS IN THIS SECTION

Date of request _____


Person requesting _____

Make check payable to _____

Amount of check \$ _____

Purpose _____

Signature of requester _____

Note: If item has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipt(s) as soon as possible after purchase. Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses. Signature of the  president is required before treasurer will issue check.

Approval _____ Date _____

FOR TREASURER'S USE ONLY

Date issued _____

Check number _____

Charged to what budget item _____

Comments _____

Treasurer's signature _____

CASH VERIFICATION FORM



Date _____

Activity _____

Chairperson _____ Budget category _____

Coins	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
	_____	X	.50	=	_____
	_____	X	1.00	=	_____

Total 1 \$ _____

Currency	_____	X	\$1.00	=	_____
	_____	X	\$5.00	=	_____
	_____	X	\$10.00	=	_____
	_____	X	\$20.00	=	_____
	_____	X	\$50.00	=	_____
	_____	X	\$100.00	=	_____

Total 2 \$ _____

Checks How many? _____ (Attach itemized list) **Total 3** \$ _____

Cash Box Reimbursement (change/petty cash) **Total 4** \$ _____

Grand Total (Total 1 + Total 2 + Total 3 - Total 4) \$ _____

Verification: (signature of the two counters) *The undersigned certify these funds were received and properly accounted for.*

Signature _____ Signature _____

FOR TREASURER'S USE ONLY

Amount received: \$ _____ Date received: _____ Date deposited: _____

Treasurer's Signature _____ Date _____

Note: After the treasurer verifies and deposits funds, he or she should provide a copy of the deposit slip to the person who submitted the funds.