

Check Request Form

All receipts and relevant information must be attached to the back of this form for payment to be processed.

Financial Officer Use Only	
Check #	_____
Date	_____
<input type="checkbox"/>	General Meeting
<input type="checkbox"/>	Council Meeting
<input type="checkbox"/>	Other _____

Amount _____

Payee _____

- Return check to payee
- Mail check with enclosed envelope
- Return check to: _____

Committee _____

Reason / Comments _____

Authorization

_____ No checks will be written without the prior approval of the lodge president.

Chairperson's Signature _____

President's Signature _____