

# CHECK REQUEST FORM

PROGRAM: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Requested Amount \$ \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Mail Check to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

***Please attach all receipts, invoices, bills, etc. to this Check Request Form***

Leave completed form in ***Check Request mailbox*** in the office

**All non-salary checks must be approved** by the Aberdeen Board at a monthly Board meeting (2<sup>nd</sup> Wednesday each month) or via telephone poll by your liaison (Board member assigned to assist you). Your program liaison may approve purchases up to \$200.

Checks are written **each Wednesday** (except on holidays). The Treasurer picks up requests each Wednesday between 4:00-6:00 PM, writes them Wednesday evening, and mails them from the Aberdeen Post Office on Thursday morning. **No action will be taken on unapproved requests.**