

Troop 965 Check Request Form

Check No: # _____

Date: / /

Requestor: _____

Payable to: _____

Amount: \$ _____

Description: _____

Instructions:

This form must be completed to receive a check.

Advance Check Procedure:

1. Complete this form.
2. Estimate the amount of the check if not known.
3. After payment is completed, forward receipt(s) to treasurer.

Reimbursement Check Procedure:

1. Complete this form.
2. Attach all receipts.
3. A check will be deployed to you from the treasurer.