

Nashville Ski Club

CHECK REQUEST

Trip / Event :

Trip / Event Leader :

Date of Request :

Payee :

Address :

Amount Due :

\$

Date Due:

Explanation :

Invoice / Receipt Attached?

Yes

No

If Not, Why?

Mail Check to Payee?

Yes

No (fill in address below)

If Not, mail to :

Mail Enclosed Attachment?

Yes

No

Requested by :

Approval :

Committee Chairman / Date

Board Approval :

Date

OR

President Approval :

Signature / Date

Payment :

Date

Check #

Check Amount

Amount	Acct #	Account Description

Note: Submit both approved copies to Treasurer - Treasurer will return completed copy to Event Leader