

## Check Request for Individual

### **Attach Receipt Here**

(If multiple receipts please attach to additional 8.5 x 11 sheets of paper)

Name: \_\_\_\_\_

Check request for a student:                      YES                      NO

Check request for a legal U.S. citizen:                      YES                      NO

Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing address for check:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for purchase(s):

\_\_\_\_\_

Please complete information and give to your treasurer. Checks will take 2-3 weeks to process. A receipt or invoice must accompany ALL requests in order to be processed.