

Check Request for Vendor

Attach Receipt/Invoice Here
(If multiple receipts please attach to additional 8.5 x 11 sheets of paper)

Company Name: _____

Contact Name: _____

Tax I.D. 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.