

**EL CAMINO QUILTERS
CHECK REQUEST FORM**

Make Checks payable to:(*please print*)_____

Address for mailing check:_____

Date:_____

Reason for payment:_____

Amount of Check: \$_____

Requested by:_____

Committee (*if applicable*):_____

Comments:_____

IMPORTANT! Receipts must be attached and other documentation needed to process this request.
All requests must be approved by the committee chair.

For Treasurer's Use Only

Date Received:_____

Date Paid: _____

Check Number:_____. Amount of Check: \$_____

Sent by: U.S. Mail _____. Hand Delivered _____

Category: _____