

# CHECK REQUEST FORM



Keep a copy of this form for your records.

Mail completed form and receipts/invoices to the Treasurer at 434 Millburn Ave., Millburn, NJ 07041

OR email [treasurer@millburneducationfoundation.org](mailto:treasurer@millburneducationfoundation.org)

COMMITTEE/ACCOUNT (e.g. Rocktoberfest, STEMFest, etc)	
DATE SUBMITTED:	DATE NEEDED BY:
SUBMITTED BY:	TOTAL AMOUNT REQUESTED:
SIGNATURE:	REQUESTS OVER \$1000 REQUIRE PRESIDENTIAL APPROVAL Approved by:
DESCRIPTION OF PURCHASE/NEEDS: (All original receipts and invoices MUST be attached)	

Please detail reimbursement by receipt. Total amount requested should match the sum of individual receipts.

## CHECKS & REIMBURSEMENT:

CHECK PAYABLE TO:			
ADDRESS OF PAYEE:	<b>Company</b>	<b>Description</b>	<b>Amount</b>
SPECIAL INSTRUCTIONS:	<b>Total Requested</b>		<b>\$</b>

## FOR TREASURER/ASST. TREASURER USE ONLY

DATE PAID	Proc:	AMOUNT:	REFERENCE/CHECK #:
	Paid:		