

Requested by _____

Request for Check

Treasurer's Use Only	Date:
Date Issued	☐ Mailed
Check #	□ Box
	–

Date		Amount \$	
Make Check Payable to			
Date Check Needed	Mail Check Hold Check for		
Explanation (attach invoices, receipts, etc.) _			
		\$ \$ \$	
Requested by	Approved by		
PO Box 150 51 W. Oak Street	Request or Check	Treasurer's Use Only Date Issued Check #	Date: Mailed Box
Date		Amount \$	
Make Check Payable to			
Date Check Needed	Mail Check Hold Check for		
Explanation (attach invoices, receipts, etc.) _			
		\$ \$ \$	

Approved by _____