

Wolf-Tones Check Request

Submitted By: _____

Amount: _____

Date: _____

Check Payable To: _____

If check is to reimburse submitter for money spent, please attach receipts.
If check is for payment of an invoice, please attach the invoice.

Treasurer's Use ONLY Account Number	List (Description) Purpose of Check	Amount

Approval Signature of a Wolf-Tones Officer other than requestor or Treasurer must be entered here: _____
Signature of Approver

Mail Check to Payee: _____ Return to Director : _____ Return to Board Member : _____

Treasurer's Use ONLY
Date of check: _____ Treasurer's Initials: _____
Check Number: _____ Special Approval: _____