## REQUEST FOR CHECK

Date Needed	Date of Request	Check Amount _\$
Return to:    Mail to:     Detailed description or explanation for expense:		Payable to
Mail to:     Detailed description or explanation for expense:	Date Needed	Address
Mail to:  Expense Reimbursement (attach all receipts)  FUND MANAGER NAME (please print) Budget Expense Line 1 (# or Name / Amount) Budget Expense Line 2 (# or Name / Amount)  Business Manager Name (please print)  Business Manager Approval (signature)  FOR TREASURER'S USE ONLY Date Paid. Date Mailed/Delivered  Check Amount  Payable to Address  Return to: Date Needed  Return to: Date Needed  Return to: Detailed description or explanation for expense:  Expense Reimbursement (attach all receipts)  FUND MANAGER NAME (please print)  Budget Expense Line 1 (# or Name / Amount)	Return to:	Detailed description or explanation for expense.
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