

THREE RIVERS CLUB

COMBINED CHECK REQUEST AND REIMBURSEMENT FORM

To request a Disbursement Check:

Complete lines 1 through 15 below.

To request a Reimbursement Check:

In addition to completing as many lines as necessary below, also complete Lines 1 through 5 plus Lines 14 and 15 on the left side of this Form.

1 Make Check Payable to:

2 Street Address:

3 City:

4 State:

5 Zip:

6 Attention to:

7 Telephone Number:

8 Date Requested:

9 Date Needed:

10 Check Amount:

11 Purpose:

12 Special Instructions:

PLEASE REIMBURSE ME FOR THE BELOW LISTED ITEMS THAT I HAVE PURCHASED FOR THE BENEFIT OF THE THREE RIVERS CLUB.

	BRIEF DESCRIPTION	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
	TOTAL	

Please attach and submit all documentation

13 Requested by:

Signature

14 Approved by:

Signature

15 Date:

FOR TREASURER'S USE ONLY:

Check Number:
