



# Nuview Lions Club Check Request Form

Check Requested By \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Committee: \_\_\_\_\_

Check Payable to \_\_\_\_\_ Date Needed \_\_\_\_\_

Payee Address \_\_\_\_\_

Summary of Expenses:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total (Amount of Check)</b>	<b>\$ _____</b>

Signatures: Committee Chair \_\_\_\_\_

**Please complete the information above and obtain Committee Chair's signature. Then give this form along with any receipts, bills or invoices to club treasurer.**

Submit requests for reimbursements as soon as possible.

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*TREASURER'S USE ONLY*

Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_

Event \_\_\_\_\_ Checking Account \_\_\_\_\_ Amount \_\_\_\_\_