



# Pine Tree Quilt Guild of Nevada County

## CHECK REQUEST

GUILD CHECK

QUILT SHOW CHECK

Indicate Guild or Quilt Show above. Complete form and give to the applicable Treasurer whenever a payment request is submitted. **Attach all receipts for reimbursement or the original bill to be paid directly.** (One payee per form)

Amount Requested \$ \_\_\_\_\_ Date \_\_\_\_\_

Make check payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Person Making Request: \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_

Please be specific what this check is to cover. List item(s) or service(s) or attach an itemized list of expenditures. *Thank you!*

Use the back of form if more space is required

For Treasurer's use only:

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Account: \_\_\_\_\_ Check #: \_\_\_\_\_



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