

RALEIGH JAYCEES

Chapter Check Request

Chapter Area (select one):

- Business/Management
- Community Fundraising
- Community Service
- Individual Development
- Membership Development
- State Involvement
- Ways and Means

Project Name/Description

Date(s)

\$ _____
Amount Request

Budget Account (if known)

Reason for Reimbursement/Check:

(e.g. - reimburse for supplies; deposit needed for facility; payment of invoice from vendor, etc.)

Payable to: _____

Address: _____

Special Instructions: _____

Approvals:

Chairperson Signature

Date(s)

Director Signature

Date(s)

Vice President Signature

Date(s)

President Signature (if required)

Date(s)

Treasurer Use:

Check Number

Check Date

Initials

Mailed to _____ Delivered to _____

Date _____

Date _____