

# Western Rosemalers Association

## Check Request Form

Requested by \_\_\_\_\_ Date of Request \_\_\_\_\_

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

e-mail address \_\_\_\_\_

**Expense Categories** (Use separate check request form for each category)

**Expense To:** (check off)

Board and General Meeting _____	Juried Show _____	Library _____
Major Workshops _____	President _____	Vice President _____
Mini Workshops _____	Secretary _____	Financial Secretary _____
Newsletter & Official Printing _____	Treasurer _____	Raffle _____
Membership Secretary _____	Sunshine _____	Permanent Collection _____
Other _____ (specify _____)		

Capital Expenses:    \_\_\_\_\_ Cert. of Deposit        \_\_\_\_\_ Library        \_\_\_\_\_ Permanent Collection

**NO PAYMENT WILL BE MADE WITHOUT A RECEIPT - NO EXCEPTIONS!**

DATE	LIST RECEIPTS	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total</b>		_____

**\*\*\*\*NOTE : SEND CHECK REQUEST TO WRA PRESIDENT FOR NEEDED APPROVAL\*\*\*\***

PAY TO : \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

President Approval \_\_\_\_\_ Board Approval \_\_\_\_\_ General Membership Approval \_\_\_\_\_

Date Paid \_\_\_\_\_ Chck # \_\_\_\_\_ Amount Paid \_\_\_\_\_