

Request for Funds or Deposit

(check all that apply & make a copy for your records)

Permission to Spend Request

(credit card or check purchase over \$500)

Please return completed form to Treasurer's mailbox in main office

Check Request

Please circle one: to be mailed / return to requestor

Date Requested: _____

Date Required: _____

Requested by: _____

Approved by: _____

Account #	Description (Attach documentation)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		_____

Check Payable to: _____

Deposit

Please complete form and include in deposit bag

Date Deposited in safe: _____

Deposited by: _____

Dept/Account #	Description (cash or checks)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		_____

For Internal Office Use

Request Reviewed by: _____ Request Denied: _____ Requestor Notified (date/method) _____

Reason for Denial: _____

Date Paid: _____ Check Number: _____ Mailed: _____ Returned to: _____

Date Deposit Received by Accounting Dept: _____ Received by: _____