

Tanque Verde Cowboys

Check Request Form

Check Specifications

Pay To _____ Attn: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Check Amount _____

Remittance Advice:

Date of check request _____ Check Needed by _____

Purpose for Expenditure:

Request by: _____ Team _____

Check Routing (please circle)

Mail to Above Address Hand Deliver to: _____ Other _____

Approved by: Member of Exec Board _____

Approved by: President or Budget _____

Treasurer notes:

Check number: _____

Date paid _____

Date request RCVD _____

Check request form is to be completed and submitted in order for the TV Cowboys to pay an approved expense. Form must include invoice, quote, etc. in order to be accepted. Electronic copies are acceptable both in form and supporting documentation.