

**The Venue Theatre**  
**Check Request / Reimbursement Form**

Payable to: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Mail to this address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide the following details for this request, and attach all original receipts:**

<u>Committee/Budget Item</u>	<u>Amount</u>	<u>Brief Description</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
**Attach list if needed		
<b>TOTAL</b>	_____	

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Committee Chair or Director)  
For Treasurer's Use Only: Check # \_\_\_\_\_ Issue Date: \_\_\_\_\_

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