

South Texas Unit - The Herb Society of America  
P.O. Box 6515, Houston, TX 77265-6515



## Check Request

**Mail to:**  
Maria Treviño  
702 Mosby Circle  
Houston, TX 77007

<b>Amount of Check:</b> \$	<b>Date Requested:</b> MM/DD/YYYY	
<b>Make Check Payable to:</b>		
<b>Address to Mail Check:</b>		
<b>City, State, Zip:</b>		
<b>STU Member Submitting Request:</b>		
<b>Telephone (if any questions):</b>		
<i><b>If expenses submitted are for multiple purposes, please break out the individual costs and describe below.</b></i>		
<b>Description:</b>	<b>Amount:</b> \$	<b>Event or Purpose of this Purchase:</b>
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<b>For Treasurer's Use Below</b>		
<b>Check # Issued:</b>	<b>Date of Check:</b>	
<b>Amount:</b>	<b>Account:</b>	

***All check requests must be accompanied by appropriate receipts and/or invoices to be considered for payment/reimbursement.***