GREAT OUTDOORS

Corporate Check Request

Check Request Form

Make Check
Payable to: _____

Address: _____/_____/____/_____
City State Zip

ITEMIZED BREAKDOWN OF CHECK TOTAL (ATTACH RECEIPTS, INVOICE, ETC.)

Amount	***Description***	***Activity***
$_____	_____	_____
$_____	_____	_____
$_____	_____	_____
$_____	_____	_____
$_____	_____	_____
$_____	_____	_____
$_____	_____	_____
$_____	_____	_____

$_____.____ Total (amount of check)

Check Requested by: _____

Signature: _____/_____
Date

1	Supplies	2	Telephone	3	Postage/PO Box
4	Rent	5	Printing (Newsletter)	6	Other Organization
7	Travel	8	Meetings	9	Camping/Outing Fees
10	Other Outing Expense	11	Bank Charge	12	Dues to Corporate
13	Other Expenses				

For Treasurer's Use Only		
$ _____ . _____ Check Amount	Check No. _____	Check Date ____/____/____