

WPOSC Check Request



Date Submitted: _____

Request Submitted by: _____

Phone: _____ E-Mail: _____

Purpose of Check Request

Requested Amount \$ _____

Make Check Payable to: _____

Mailing Instructions

Committee/Activity to be Charged: _____

Approved by: _____ Date: _____
Committee or Activity Chair

For WPOSC Administrative Treasurer's Use Only:

Approved by: _____ Date: _____
WPOSC Admin Treasurer

Approved by: _____ Date: _____
WPOSC President

Date Paid: _____ Check #: _____ Initials: _____

Check Mailed ? Yes No Date: _____ Signature: _____