

## Lincroft Village Green Association Check Request Form

\*Expenses must be submitted to the Treasurer within 30 days of the Expense or Event. Be sure to attach receipts, invoices and/or order forms. Checks cannot be issued without proper supporting documentation. You may also scan receipts and send them along with this form via email to the treasurer.

Date: \_\_\_\_\_

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

Amount: \_\_\_\_\_

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

Committee/Budget Category: \_\_\_\_\_

Reason for Check: \_\_\_\_\_

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Please submit this form to the treasurer, along with supporting documentation. Contact the treasurer to confirm how form and receipts will be submitted. (Email, in person, sent through US postal service).

Please choose how you would like to receive your check:

By mail:

please provide your mailing address: \_\_\_\_\_

In person: please make arrangements with treasurer.

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*FOR TREASURER USE ONLY:*

Check #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Authorized by Co-President: \_\_\_\_\_