

**PLEASE FILL OUT IN FULL AND TURN IN TO TREASURER OR EMAIL CHECK REQUEST AND RECEIPT TO [treasurer@palatinejaycees.org](mailto:treasurer@palatinejaycees.org)**

**PALATINE JAYCEES CHECK REQUEST FORM**

Today's Date: \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Note to be printed on check: \_\_\_\_\_

*Leave Budget line # blank. Select project area from the following: Admin., Chap. Mgmt., Community, ID, Membership, State Dir., President, Secretary, Treasurer.*

Budget line # (Treasurer)	Project Area	Project Name	Description of purchase	Amount

**Total amount requested:** \_\_\_\_\_

**PLEASE ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM!**

Please check this box if you would like copies of your receipts returned to you:

**FOR TREASURER USE ONLY**

Approved by: \_\_\_\_\_ Secondary approval: \_\_\_\_\_

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

Delivery date: \_\_\_\_\_ Delivery method: \_\_\_\_\_

Budgeted: \_\_\_\_\_ Entered in books: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_