



BOURNE SKATING CLUB CHECK REQUEST

Date: _____ Amount: \$ _____

Payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

For: _____

Submitted by: _____

Approved by: _____

(Requires Club President or Board Member approval)

Check Requests received by the Club Administrator by the 13th of the month will be processed on the 15th, after the 13th will be processed on the last day of the month.

COMMENTS/SPECIAL INSTRUCTIONS:

Please attach/submit all necessary receipts and/or invoices

~~office only~~

Date Received: _____

Date Processed: _____

Date Entered: _____