

**LAS CANDALISTAS
CHECK REQUEST FORM**

1. **THIS FORM MUST BE COMPLETED FULLY; ALL RECEIPTS MUST BE STAPLED TO THE BACK OF THE FORM**
2. **TWO SIGNATURES, OTHER THAN THE PERSON RECEIVING THE CHECK, MUST ACCOMPANY THE CHECK REQUEST.**
3. **SIGNATURE #1 IS EITHER THE CHAIR OR CO-CHAIR OF THE COMMITTEE REQUESTING THE CHECK.**
4. **SIGNATURE #2 IS THE EVENT CHAIR, PRESIDENT, OR E4H EVENT CHAIR DEPENDING ON THE BUDGET CATEGORY.**
5. **CHECKS WILL NOT BE APPROVED AND ISSUED UNTIL ALL CRITERIA ARE MET.**

Check Payable to (please include address): _____ Current Date: _____

Amount: _____

Budget Category: _____

What supplies or equipment are you purchasing? _____

Did you check Ladera Linda for any supplies stored there? _____

Signature of person requesting check: _____

Signature #1 _____

Chair or Co-Chair

Date

Signature #2 _____

Event Chair or President

Date

Special instructions or comments: _____

DO NOT WRITE IN THIS SPACE - FOR THE TREASURER'S USE ONLY

Event Account _____

Base Amount \$ _____

Members Account _____

Plus Sales Tax \$ _____

Property Account _____

Total Amount \$ _____

All receipts Attached _____

Check number _____

Date Paid _____

Posted on Computer _____

Treasurer's initials _____
