

**Friendship Star Quilters  
Check Request**

Pay to the order of (please print clearly)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip +4 \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_

Purpose of check \_\_\_\_\_

\_\_\_\_\_

**Attach original receipts or invoices. To expedite payment, you may sign, scan this request and invoices/receipts for email submission, then mail or deliver in person the originals to the treasurer.**

If multiple items, please itemize here:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total amount of check:** \$ \_\_\_\_\_

**Requested by:**

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

=====

**Approved by:**

(expenses of \$300 or more, and ALL contracts, require the signature of two elected officers:

1. Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**Accounting**

Check # \_\_\_\_\_ (  mobile check ) Date \_\_\_\_\_

GL account \_\_\_\_\_ \$ \_\_\_\_\_ Class \_\_\_\_\_

Split \_\_\_\_\_ \$ \_\_\_\_\_ Class \_\_\_\_\_

Split \_\_\_\_\_ \$ \_\_\_\_\_ Class \_\_\_\_\_