



DIAMOND CANYON TEACHER CHECK REQUEST FORM

INSTRUCTIONS:

1. Complete the 3 sections below (Check Request, Approval & Delivery)
2. Attach receipts with expenses clearly marked OR attach invoice from vendor. Do NOT include your credit card or bank account numbers.
3. Turn in to Treasurer
***If you have not received your check or heard anything after 2 weeks, contact the Treasurer.

CHECK REQUEST:

Requested by: _____ Phone: _____

Date of Request: _____ Date Check Needed: _____

Explanation of Cost:

Issue Check to: _____ Amount of Check: _____

APPROVAL:

President's Signature: _____ Date: _____

Board Member's Signature: _____ Date: _____

Title _____

DELIVERY:

Teacher Mailbox

Regular Mail (Include Mailing Address)

TREASURER'S USE

Check Number: _____ Check Amount: _____

Check Date: _____ Delivery Date: _____