

ALTAIR SKI & SPORTS CLUB

Check Request

EVENT: _____

TODAY'S DATE: _____

Please make checks payable to the following:

	Payee (& address if check is to be mailed)	Amount	Check #	Date Paid
1		\$		
2		\$		
3		\$		
4		\$		
6		\$		
7		\$		
8		\$		
9		\$		
10		\$		
11		\$		
12		\$		

	Explanation of expenses (<u>must</u> attach receipts, invoices, backup paperwork), attach additional pages if necessary	Amount
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$

Requested by: _____

Approved by: _____

Distribution:

- 1- One copy to be retained by Preparer
- 2- Original and a copy to be submitted to the Treasurer