

# 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 ( <b>must</b> 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