

# Purdue Women's Club

## Check Request

<b><u>Check</u></b> made payable to <i>(please print)</i> :	
Name:	
Mailing Address:	
Mail check: _____ YES    _____ NO, I will pick it up from Treasurer when check is ready.	
Date of Request:	Amount: \$
Description of Expense(s):	
Breakdown of Cost (if any):	
Special Instructions (i.e., need check by):	
Expense Category:	
Signature of Person Requesting Check:	
Approved by: <i>(please get Club Presidents' signature prior to submitting to Treasurer)</i>	
Date of Approval by Club President:	
<b>Please staple receipt(s) to back of completed request form if request is for reimbursement.</b>	
TREASURER TO COMPLETE SECTION BELOW	
Account Information:	
Date Check Issued:	Check #: