

# Newcomers Club of Nevada County

## Check Request Form

### Instructions :

1. Complete this form for your expense reimbursement
2. Attach all receipts or invoices, preferably attached to a similar sized sheet of paper
3. Submit this form and documentation to Carry Canady, Treasurer. [c.canady@earthlink.net](mailto:c.canady@earthlink.net)  
Or mail with documentation to 18560 Wildflower Dr. Penn Valley, CA 95946

Member requesting check

Date of Request

Amount requested: \_\_\_\_\_

Reason for check: description of expense: \_\_\_\_

Committee Name: \_\_\_\_\_

Item	Cost (receipts attached)

Make check payable to: \_\_\_\_\_

Hand check to: \_\_\_\_\_

Mail check to: \_\_\_\_\_

\_\_\_\_\_

Has this expense been included in the Budget?      Yes    No

If not, has the Board approved this expense?      Yes    No

### For Treasurer's Use Only

Check # \_\_\_\_\_

Date Paid \_\_\_\_\_

Posted \_\_\_\_\_