

GRAD NIGHT

REQUEST FOR CHECK

Attach All Receipts to This Expense Statement

Name: _____

Telephone: _____ Email: _____

Payable to: _____

Address: _____

Reason for expenditure: _____

List expenditures: _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expense: \$ _____

Signature: _____ Date: _____

For Treasurer Use:

__ Budgeted

__ Approved in minutes

Account: _____

Check #: _____

Date: _____