

Lambda Car Club International  
Central Arizona Region  
Check Request Form

Press >TAB< or click until the cursor is on the Requestor field. You can now type in the request information! Save the form, and email it to [Treasurer@AzGayCar.com](mailto:Treasurer@AzGayCar.com).

Requestor:  Date:

Purpose:

Pay to Order Of:   
Address   
City  State:  Zip:

Invoice #:  Amount:   
Due By:

DO NOT WRITE BELOW HERE UNLESS YOU ARE A BOARD MEMBER

Approval Date:  By:

Approval Date:  By:

NOTE: This form MUST be approved by TWO board members if > \$100.00.

Check	Date:	<input type="text"/>
	Num:	<input type="text"/>
	Amount:	<input type="text"/>
	Mailed:	<input type="text"/>
Picked/Delivered Up:		<input type="text"/>
	By:	<input type="text"/>
	Printed:	<input type="text"/>

Major requests must be approved *prior* to the expenditure, and must be accompanied by an estimate for the services to be paid for. The check will be made out to the indicated Pay to the Order Of.

Incidentals (groceries, etc), the request must *still* be submitted *prior* to the expenditure, with a hand written estimate for how much is to be spent. Receipt for items must be provided before check is issued.

NOTE: Checks will not be made out directly to club members without prior arrangements.