



# Legion of Mary

## SENATUS OF LOS ANGELES

### Regional Senatus CHECK REQUEST FORM

Date of Request \_\_\_\_\_

Person Requesting \_\_\_\_\_

Make Check Payable to \_\_\_\_\_

Amount of Check (\$) \_\_\_\_\_

Purpose \_\_\_\_\_

Signature of Requester \_\_\_\_\_

**Note:** If the item has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipts as soon as possible after purchase. Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expense. Signature of the president is required before the treasurer will issue the check.

Approval \_\_\_\_\_ Date \_\_\_\_\_

#### FOR TREASURER'S USE ONLY

Date Issued \_\_\_\_\_ Check Number \_\_\_\_\_

Charged to what budget item \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Treasurer's Signature \_\_\_\_\_