



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 _____