

Check Requests:

Require a receipt(s) and form filled out and approved.

- i. Receipts are required for each item on the check requests.
- ii. The receipts for the check request (including sales tax on split receipts) add up to the front check request amount. Individual amounts should total to requested amount.
- iii. Do Not include personal purchases on receipts for check requests. Personal purchases should be on a separate receipt.
- iv. Receipts are **NOT** to be stapled to the back of check request. **Tape** all receipts to additional page then staple receipt page to check request.
- v. Write in Category for account to be charged so Quicken reflects the charge accurately. The category corresponds to the budget that will be approving in June or July. If the expenses are to be split, this should be noted and separated on the request. (Give description of each item next to category. Please ask the Treasurer if you are uncertain about your category.
- vi. Print name of person requesting check and sign name below on form.
- vii. The Board Committee Chairs are required to sign off on check requests submitted by their committee/ helpers for their events. Please have your committee present all check requests for Chairs approval and signature before submitting to treasurer for payment.
- viii. Board of Directors and Committee Chairs do not need any other approvals.
- ix. If a board motion was needed for this check request, a copy of those minutes should be attached to the check request for backup for the annual audit. (This is only for things such as scholarship disbursements, deposits for special events venues, and any non-budgeted expenditures)
- x. Should you require a copy of the check request you are submitting for payment – make a copy before submitting check request to treasurer?
- xi. Treasurer's check requests require two (2) signatures of approval. Treasurer cannot sign her own check requests or checks.
- xii. **Checks issued require two (2) bank signers. Therefore, checks requests submitted at a meeting or by mailing to Treasurer with approvals & receipts will be dispersed at the next meeting.**

Exceptions: Special Events, Speakers, that need to be paid day of the event.

Newcomer Friends of Greater Plano

Check Request

Date of Request: _____

Make Check Payable to: _____

Requested by (signed): _____

Description:

Budget Category	Description of Expense	Amount

Total: _____

Approved by Committee Chairperson (if necessary): _____ Date: _____

Board approval required? _____ Date: _____ (see minutes)

-----**For Treasurer's Use**-----

Date Paid: _____ Check Number: _____ Check Amount: _____ Initials: _____

Entered to Quicken _____

Please attach all receipts!

Tape to an 8 ½ x 12 "

Do not staple them to this sheet