



Check Request Form

Chapter:

Amount of disbursement:

Make check payable to:

Mail check to (address):

Charge this as a committee expense
(name of the committee):

Charge this to
(name and date of program/meeting):

Description of expense

Special instructions:

Submitted by:

Approved by:

Date approved:

Date of reimbursement:

Check number:

Attach all receipts and documentation; no payments will be made without backup. NEWH prefers to make payments directly to invoicing party, in lieu of paying a member.