

# Soulard Restoration Group - Check Request Form

**This form used to: 1) Request reimbursement for money spent or 2) Request a check to pay an invoice directly.**

**PLEASE NOTE:** Generally, checks will be cut 2x a month:

- 1) the weekend prior to the General Membership Meeting (1st Wednesday) and
- 2) the weekend prior to the Board of Directors' meeting (3rd Wednesday).

Checks should be ready for distribution no later than the Thursday of these weeks.

Please submit your check request to the Treasurer by 5:00 pm of the Friday before these above referenced weekends.

**Today's Date:** \_\_\_\_\_

**Date Check is Due:** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**\*Attach all receipts, invoices, etc.**

**All requests must be part of approved budget & approved by the Committee Chair**

<input checked="" type="checkbox"/>	Amount	Required
	< or = to \$500	Chair Approval/Liaison May be Consulted & Approve
	> \$500 - \$1,000	Chair Approval/Liaison Consulted and May Approve
	> \$1,000 - \$2,500	3 Bids, Proposal to President & Treasurer via Liaison, Chair & Liaison Approval
	> \$2,500 - \$10,000	3 Bids, Proposal to Board via Liaison, Board Majority Approval Required, Chair & Liaison Approval

**\*Please remember to use tax exempt letter for purchases as we are exempt from state & local taxes.**

**Payable To:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Committee Charged:** \_\_\_\_\_

**Budget Line Item:** \$ \_\_\_\_\_

List additional on back.

Amt.

Budget Line Item

Any Additional Information

**Special Request or Notes:** \_\_\_\_\_

**Requested Method of Check Delivery** (Please check the appropriate box below):

U.S. Mail

Name & Address of Person to Whom it is to be Mailed:

Name: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Coordinate w/Treasurer

Pick Up at Next Meeting

**Approval of Committee Chair:**

**Approval of Board Liaison (if required):**

\_\_\_\_\_  
Print First & Last Name

\_\_\_\_\_  
Print First & Last Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Approval of SRG President/Board (if required):**

\_\_\_\_\_  
Print First & Last Name

\_\_\_\_\_  
Signature

