

Canfield Swim Club Check Request Form

This form is to be used to request a check payable to a specific vendor or reimbursement for Club-related expenditures. A separate form should be used for each check requested.

Requested by: _____ Date: _____

Date Check Needed: _____

Make Check Payable to: _____

Mailing Address: _____

City/State/Zip: _____

Attach documentation for requested amount. If none, please explain. Also describe any special instructions.

Total Requested: \$ _____

Purpose: _____

Signed: _____