

# EMMAUS CHECK REQUEST

To: Emmaus Treasurer

Date: \_\_\_\_\_

Please issue check in the amount of \$ \_\_\_\_\_

Please remember to attach your receipt, invoice or other documentation.

Payable to: \_\_\_\_\_

Address if not listed on invoice:

Reason for check request: \_\_\_\_\_

Check requested by: \_\_\_\_\_

Contact – Phone or Email, if questions: \_\_\_\_\_

(Please check): Mail check directly to Payee: \_\_\_\_\_ Mail check to Requestor: \_\_\_\_\_

Invoice Attached: (Circle)    Yes    No

Other Documentation attached (Circle)    Yes    No

Other instructions/comments if needed:

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Treasurer Use Only

Check# \_\_\_\_\_ Issued \_\_\_\_\_ Date \_\_\_\_\_

Other Comments/Notes: