

**REQUEST (to be completed by individual requesting the check)**

**(IMPORTANT: One check per request. / It may take up to 1 week to process your request.)**

Name \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

Home Address \_\_\_\_\_

This request is for (check one only):

\_\_\_ Reimbursement (attach receipt/s) – receipt/s total: \$ \_\_\_\_\_

Name of person to be reimbursed for expenses already incurred: \_\_\_\_\_

\_\_\_ Payment (attach invoice/s) – invoice/s total: \$ \_\_\_\_\_

Name of company to be paid directly: \_\_\_\_\_

The check will cover expenses for \_\_\_\_\_ (reason for expense)

**TREASURER’S INFORMATION (to be completed by SHN Treasurer only)**

The total amount of the attached receipt/s or invoice/s is: \$ \_\_\_\_\_

Is this reimbursement / payment an approved expense? \_\_\_\_\_

This expense will be applied to (category) \_\_\_\_\_

Does this category have sufficient funds to cover this expense? \_\_\_\_\_

**FIRST SIGNER: SHN Treasurer**

I, \_\_\_\_\_ (printed name) am an authorized signer of SHN checks and, on (date) \_\_\_\_\_, I am signing check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ made payable to \_\_\_\_\_. Signature \_\_\_\_\_

**SECOND SIGNER: SHN President or Vice-President**

I, \_\_\_\_\_ (printed name) am an authorized signer of SHN checks and, on (date) \_\_\_\_\_, I am signing check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ made payable to \_\_\_\_\_. Signature \_\_\_\_\_

**DELIVERY (to be completed by SHN Treasurer only)**

As Treasurer, I have delivered check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ made payable to \_\_\_\_\_, on (date) \_\_\_\_\_ by \_\_\_\_\_

\_\_\_ Check was mailed to Business or Individual’s Name..... \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_ Check was Hand Delivered to Business or Individual’s Name..... \_\_\_\_\_

Signature of Recipient \_\_\_\_\_, date \_\_\_\_\_

**This completed form is to be included in the Treasurer’s Report at the next Board of Director’s Meeting and is to be kept on file by the Treasurer, available for review.**