

Address: 5810 Carpenter Ave, Des Moines, IA 50311 Phone: 515-277-0178

**Check Request**

YOUR NAME: PHONE:

PROJECT/CATEGORY:

DATE SUBMITTED: DATE NEEDED: DATE MAILED:

REASON FOR CHECK:

\_\_\_\_ INCLUDED IN OR \_\_\_\_ APPROVED AT MEETING

ANNUAL BUDGET (DATE: / / )

CHECK PAYABLE TO: AMOUNT:

 $

FULL ADDRESS OF PAYEE: (If no bill attached)

If this is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail it.

APPROVED BY (PTC OFFICER) DATE:

APPROVED BY (PTC OFFICER) DATE:

For Treasurer’s Use Only: Category\_\_\_\_\_ Check #\_\_\_\_\_ Date\_\_\_\_\_ Logged\_\_\_\_\_