

# Collington Community Association, Inc.

## CHECK REQUEST

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount of Check: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_ Mail check to above address

or

\_\_\_\_\_ Return check to: \_\_\_\_\_

\*\* Please attach receipts for items purchased on behalf of the Association.

The following information is needed and will be part of the Collington Community Association general ledger:

<u>Acct #</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Total	_____	

Purpose of expenditure, Additional notes/instructions, if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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