

# WSCCA Check Request

*\*Must have prior budget/expenditures form approved prior.*

*Attach receipts or invoices and list itemized expenses below.*

*Please mail to WSCCA Treasurer*

Kim Westerberg  
24619 SE 387th Street  
Enumclaw, WA 98022

Name: \_\_\_\_\_ Committee/Event: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Explanation of Bill</i>	<i>Amount</i>
<b><i>Total amount to be reimbursed:</i></b>	<b><i>\$</i></b>

*Signature of person submitting expenses:* \_\_\_\_\_

*Make check payable to:* \_\_\_\_\_

*Mail check to:* \_\_\_\_\_

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*For Treasurer's Use Only*

*Check made payable to:* \_\_\_\_\_

*Check #* \_\_\_\_\_ *Check Amount \$* \_\_\_\_\_

*Date Issued/Mailed* \_\_\_\_\_ / \_\_\_\_\_

*Treasurer's Signature* \_\_\_\_\_