

# 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*

Sheryl Schisler  
13504 NE 84<sup>th</sup> St Ste 103 #195  
Vancouver, Washington 98682

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

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

Explanation of Bill

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Total Amount to be reimbursed:** \$ \_\_\_\_\_

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

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

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

.....  
**For Treasurer's Use Only**

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

Check # \_\_\_\_\_ Check Amount \$: \_\_\_\_\_

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

Treasurer's signature: \_\_\_\_\_