

Texas Tea Stitchers Guild



Luling, Texas 78648

## Check Request

IMPORTANT: Submit a separate form for each check requested.  
Invoice or receipt must be attached to the back of this document.

<b>Date Requested:</b> _____
<b>Requested by:</b> _____
<b>Budget Account to be Charged:</b> _____ _____
<b>Make Check Payable to:</b> _____
<b>Address:</b> _____

Name of Vendor and Complete Description of goods or Services Purchased. <i>(i.e. 4 lbs. coffee, 100 stamps, 200 pages printed, 1 yd. fabric @ 9.00/yd)</i> (Invoice or receipt <u>MUST</u> be attached.)		Amount
_____	\$	
_____	\$	
_____	\$	
_____	\$	
<b>Total Payment Requested</b>	\$	

<b>Explanation of the Use of Goods Purchased.</b> <i>(i.e. Supplies for Snack Bar, Equipment for Show, Postage for Publicity)</i>
_____
_____
_____

(For Treasurer's Use Only)	
<b>Date Paid:</b> _____	<b>Amount:</b> \$ _____
<b>Check #:</b> _____	<b>Budget Account:</b> _____