



The San Diego Chapter Sons of the American Revolution Check Request Form



Date: _____ Amount Requested: _____

Name of Payee: _____ Phone: _____

Street Address: _____

City, State, Zip: _____ E-mail: _____

Signature: _____

Description	Exp Category	Amount
Total		

List Details of Expenses

The Following is to be completed by the Chapter Treasurer and approving Officer

Approving Officer: _____ Title _____

Signature: _____ Date: _____

Check No: _____ Amount: _____ Dated: _____

Treasurer Signature: _____

Check requests must include supporting documentation unless prior approval has been received from the Executive Committee.

The 1st Vice President may approve check requests in the absence of the president.

A check request submitted by the President must be approved by one of the Chapters vice Presidents.

