



San Diego Chapter

Sons of the American Revolution

Check Request Form



Date:

Amount Requested:

Pay To:

Requested by:

Street Address:

Phone:

City, ST, Zip:

Email:

Signature

Description	Budget Account	Amount
Continue more items on back if needed.		Total

Provide Detail of Expenses

The following is to be completed by Chapter Treasurer and approving Officer

Approving Officer:		Title:	
Signature:			Date:
Check Number:		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 Chapter Vice Presidents.