

NIMPA CHECK REQUEST

DATE REQUESTED _____

- RECEIPT ATTACHED (Please staple or tape to this sheet)
MARK MORE THAN ONE BOX IF APPLICABLE:
- PREPAYMENT - RECEIPT TO FOLLOW (*Used only on prior budget approval*)
- TELEPHONE REQUEST
- By: _____
- Phone: _____
- ANTICIPATE BILL FROM VENDOR

BUDGET CATEGORY	DESCRIPTION	PURPOSE	TOTAL
TOTAL =			

PERSON REQUESTING CHECK:

SIGNATURE

PLEASE PRINT NAME

PLEASE MAKE CHECK OUT TO:

AND IF NEEDED

MAKE SECOND CHECK OUT TO:

FOR TREASURER'S USE ONLY:

CHECK# _____ DATE _____ MAILED _____

CHECK# _____ DATE _____ MAILED _____