



Check Request

MATES Community Network (MCN)
treasurer@matesmcn.net

Issue a check for Reimbursement

Donate to School

How to Complete a Check Request:

1. Get approval before the purchase (be sure it's within budget)
2. Purchase items on separate receipt (no combining with personal items)
3. Complete check request for approval within a week of expense, supply leading documentation (receipts, invoice ect..)
4. Share with MCN board members for approval (2 signatures required)
5. Allow 5 calendar days for the check to be drawn and signed or mailed

YOUR NAME:		PHONE:	
DATE SUBMITTED:	DATE DUE:		DATE MAILED:
CATEGORY/EVENT/PROJECT: (i.e. Programs, Welcome Coffee)			
REASON FOR CHECK: (i.e. decorations, coffee for event)			
INCLUDED IN EVENT/ANNUAL BUDGET		APPROVED AT BOARD MEETING DATE:	
CHECK PAYABLE TO:		TOTAL AMOUNT: \$	
VENDOR NAME:			
ADDRESS OF PAYEE: (if no bill attached)			

Approving a Check Request:

1. Look at request and compare to receipts (be sure that amounts and items match)
2. Sign and post for 2nd review signature (**same process applies**)
3. Repost the dual signed check request for check to be issued (**5 days will start from here**)

APPROVED AND REVIEWED BY (for events: PROGRAMS/FUNDRAISING CHAIRPERSON):	DATE:
APPROVED AND REVIEWED BY (MCN OFFICER):	DATE:

For Treasurer's use only: Category _____ Check# _____ Dated _____