

# YACHT CLUBS OF MARYLAND

## Check Request/Payment Approval Form

Make check payable to (type or print name):

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Description/Purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_

Special Instruction for Delivery:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by (Print name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved by (Print Chair name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**ORIGINAL RECEIPTS AND INVOICES MUST ACCOMPANY EACH CHECK REQUEST**

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Date Received: \_\_\_\_\_ Treasurer's Initials: \_\_\_\_\_

Date Paid \_\_\_\_\_ Check number: \_\_\_\_\_ Amount: \_\_\_\_\_