

Form needs to include additional information: Session Day or Event Name, Phone number and email address of payee contact person. Member Home>Organizational Documents>Forms>Check Request Form. Complete and give to Program Chair with all needed documentation.

Note: Each "Payee" must have a Check Request Form Completed. Submit completed form and receipts to the GNL office, gnloffice@gnlwebsite.org for approval. The Payee will receive a check in the mail within 3 to 5 days after approval.

Check Request Form
Class Reps/General

Payee Name:	
c/o if applicable:	
Address for Payment:	Street:
City:	State:
	Zip:

Date	Description	Total

I have attached all original invoices or receipts and attest that all expenses are related to expressed purposes. I have reviewed the attached original invoices or receipts and attest that all expenses are related to expressed purposes.

Approved by:	Date:
Ledger ID: See line items	