
(staple receipts here)



**Dallas County A&M University Mothers Club
Check Request Form (Payment Voucher)
2016**

From (appropriate board member): _____

Make check payable to: _____

Mail check to: _____

Please list postage, printing, etc., separately and attach all original receipts. Do not include sales tax (as a non-profit, we do not reimburse for sales tax.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

In approved budget Yes No

Charge to budget line item(s):

Approved by: _____ Date: _____

Treasurer's use:

Date submitted: _____

Date paid: _____

Check #: _____