

# Rocky Mountain Prospectors and Treasurer Hunters Check Request Form

Per Board mandate, individuals requesting reimbursement for Club expenses must complete this Check Request Form. Without exception, no other reimbursements will be considered by the Club.

- All requests for reimbursement must be accompanied by original Vendor or Retailer receipts and attached to this form.
- In situations where original receipts are not available, Requesters must provide a written description of the expense in sufficient detail and or provide additional documentation that, in the sole opinion of the Treasurer or the President of the Club, justifies reimbursement.

Vendor / Retailer Name	Purpose	Description of Item	Individual Amount

(Note: List coins, nuggets, and containers of placer gold separately. Use multiple Check Request Forms if necessary.)

<b>Total Amount Requested</b>	<b>\$</b>
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Additional comments:

Print Requester's Name: \_\_\_\_\_ Requester's Signature: \_\_\_\_\_

Make Check payable to Requester? If so, circle "Yes" here. If not, then to whom? \_\_\_\_\_

Request dated: \_\_\_\_\_

**Please be sure to attach original Retailer receipts.**

For Club use only

Approved By:	Check Number:	Date Issued:
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