



Tahosa Alumni Association  
P.O. Box 102938  
Denver, CO 80250-2938

## CHECK REQUEST

From: \_\_\_\_\_

\_\_\_\_\_

(Name & Address)

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

TO: \_\_\_\_\_

(Officer Responsible)

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**PLEASE** approve expenditure to be made for:

Explanation: \_\_\_\_\_

\_\_\_\_\_

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

Expenditure Approved by: \_\_\_\_\_

(Officer Responsible)

Expense should be charged to: \_\_\_\_\_

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TO: **TREASURER**

**PLEASE:**

\_\_\_\_\_ Reimburse me for expenses incurred; the receipts are attached.

\_\_\_\_\_ Pay the enclosed invoice direct.

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**EXPENSES MUST BE APPROVED BY THE BOARD OF  
DIRECTORS PRIOR TO PURCHASE!**