

RounTrey Community Association, Inc.
CHECK REQUEST

Date of Request: ____/____/____

Amount of Check: _____

Person Making Request: _____

Payable to: _____

Address: _____

_____ Mail check to above address

or

_____ Return check to: _____

** Please attach receipts for items purchased on behalf of the Association.

The following information is needed and will be part of the RounTrey
Community Association general ledger:

<u>Acct #</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Total	_____	

Purpose of expenditure, Additional notes/instructions, if any: _____

Approved: _____ Date: _____