

**Burlington Woman's Club**

Form No. BWC-CR01

**Check Requisition Form**

Please prepare a check to the following payee:

Payee:

Jane Clubwoman

Check Amount: \$ 77.11

Mailing Address:

123 Somewhere Lane  
Anywhere, NC 27215

Date Needed: 09/21/20

Budget Account(s) to be Charged		
Budget Account Name <small>(List appropriate CSP name or Local Club Expense)</small>	Budgeted Project, Expense Name or Description	Amount
Local Club	Postage - Treasurer	\$ 55.00
Civic Engagement	Federation Day	\$ 22.11
		\$
		\$
<i>The total of these amounts must equal the check amount.</i>		

*Please attached all supporting documentation / receipts.*

Requested By:

Jane Clubwoman

Date Requested:

09/14/20

Please leave Check Request Form with supporting documentation at the Thrift Shop in the drawer in kitchen area.  
Or, mail to Treasurer, PO Box 927, Burlington, NC 27216

Comments: Receipts attached