

BOYS AND GIRLS CLUB OF THE PENINSULA

Check Requisition

To expedite the processing of this check request, please verify that all the information fields are filled in correctly (i.e. invoice, account number, amount and G/L code) and the appropriate Managers have signed their approval.

Please attach the following:

() Invoice () Receipt () Agreement of Service () Receipt to follow

Invoice or Account #	Amount	G/L Code

Please explain the purpose of expense:

Please obtain necessary approvals before submitting to accounts payable. Approval levels for check requests are as follows:

<u>Approver</u>	<u>Up To</u>
Unit Directors	\$500
Senior Managers	\$5,000
Executive Director	\$100,000

Check made payable to: _____ Amount: _____

Address: _____

Person requesting check: _____ Date: _____

Unit Director approval: _____ Date: _____

Executive Director approval: _____ Date: _____

Senior Manager approval: _____ Date: _____

Business Manager approval: _____ Date: _____