

NNL CHECK REQUEST FORM

DATE:	AMOUNT REQUESTED: \$
CHECK PAYABLE TO:	
DESCRIPTION (RECEIPT ATTACHED):	
BUDGET LINE ITEM:	COMMITTEE/CHAIRPERSON'S SIGNATURE:
<i>New Neighbor's League is a not-for-profit organization; we are not tax exempt. Each proposed expenditure in excess of \$50 requires a Board Member's approval. Purchases of any item not included in your supply list or in your budget need Board approval prior to purchase.</i>	
BOARD MEMBER APPROVAL:	DATE:
Keep all receipts and forward them to the Treasurer for reimbursement in a timely fashion. Complete a Check Request Form and submit it with your original receipts.	
DATE PAID:	CHECK #

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