

# CHECK REQUEST

VOUCHER No. \_\_\_\_\_

**PLEASE PRINT ALL DATA CLEARLY**

To: \_\_\_\_\_ Financial Secretary

I, \_\_\_\_\_ am in need of a check in the amount  
of \_\_\_\_\_ dollars 

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Made payable to: \_\_\_\_\_

Requested by: \_\_\_\_\_

Reason for expenditure: \_\_\_\_\_

Grand Knight Approval: \_\_\_\_\_

Approval of Trustees: 1. 

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 2. 

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 3. 

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 Date Approved; / /

**NO CHECK WILL BE WRITTEN WITHOUT PROPER APPROVAL  
NO CHECK WILL BE WRITTEN WITHOUT A BILL FOR THE ITEM BEING PURCHASED  
ATTACH ALL BILLS TO THIS REQUEST**



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