

Frank S. Land Lodge #313 - CHECK REQUEST FORM

Make check payable to: _____ Date: ____/____/____
(Type or Print Name)

Mailing Address: _____ Phone: (____) _____

	Committee	Item	Activity & Date	Amount

Total \$ _____

Requested by: _____ (Signature)

_____ (Type or Print name)

Approved by: _____ Date: ____/____/____
Committee Chair's Signature

Approved by: _____ Date: ____/____/____
Worshipful Master's Signature

To be paid promptly:

- 1) Submit the form with original invoices, receipts, etc. attached
- 2) The person submitting must sign the request prior to submission
- 3) This request must be signed by committee chair authorizing the expenditure prior to submission
- 4) Submit this form to the Secretary of Frank S. Land Lodge No.313
 - a. by mail to 1601 S. Mullen, Tacoma WA 98405 **or**
 - b. at a meeting.

FOR TREASURER'S OFFICE USE ONLY	
P.O. verified	
Mdse/Service Rec'd	
Date Read @ Mtg.	
App'd for Payment	
Date Paid	
Check Number	