

THE WHEELER ATHLETIC ASSOCIATION
CHECK REQUEST

ALL CHECK REQUESTS RECEIVED BY THURSDAY NOON WILL BE PROCESSED
AND PAYMENT WILL BE MAILED BY THE FOLLOWING MONDAY OR
DELIVERED TO WHS BY THE FOLLOWING THURSDAY.

ATTACH ORIGINAL INVOICES/RECEIPTS

I hereby request a check disbursement as follows:

Payee:		
Address:		
Sport to Charge:		
Check Amount:	\$	
Reason for Payment:		
Approved by:		Date:
Email address of approving person:		
Second approval (if required):		
Additional Information or Instructions, i.e. how to deliver and to whom, date required, etc.:		