Music Teachers’ Association of California

Orange Branch - Check Request Form

* *Please attach* ***Original*** *itemized receipts or Invoice.*
* *Credit card receipts that are not itemized and copies of checks are not acceptable.*
* *Keep a copy for your own records.*
* *Requests for reimbursement must be postdated within 90 days after the date on the receipt.*
* *Please print or type information.*
* *To be paid at the next Branch meeting, submit requests no later than 48 hours before meeting.*
* *Checks may take 3 – 4 weeks to be processed.*
* *Approval by program chair or officer required for expenses outside of approved budget items.*

*Send this form with original receipts to*

***Kookhee Hong, 21337 Bella Pine Dr., Diamond Bar, CA 91765***

*Questions? Call/email: 646-436-6880, kookheehong@hotmail.com*

**Check made Payable to: Date of request:**

Name:

Address:

Phone: Email:

**Send Check to:**

Name: (if different than above)

Address:

Purpose of expense (include program/event title):

Total Amount of Check:

Requester’s Signature:

Approved By: Signature:

(print name)

***Treasurer’s use only***

Date Paid: Check #

Amount of check: Program/Event:

Balance Due: Account #’s