

# 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  
**Jane Ko, 122 Newall, Irvine, CA. 92618**  
Questions? Call/email: (213) 505 - 2225, jungwonko@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 or "General", and one of the following: Hospitality, Office Supplies, Postage, Printing, Awards, or Other (and explain what it is): \_\_\_\_\_

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 \_\_\_\_\_