

Check Request for the Sequim Vineyard

1. Check request must be filled out for each non-budgeted item/expenditure.
2. Checks will not be written without approved check request.
3. File check request by category to document expenditures and approvals.

Date: _____ Person submitting request: _____

Check Payable to:

Name: _____

Address: _____

For the Amount of: _____ Number: _____

Approved by: _____ Date Paid: _____