**00/00/202**

 Date

Check Request Form

Families with Children from China—Austin, Texas Chapter

**Request Information (to be completed by FCC member)**

Note: All money spent on FCC’s behalf must be pre-approved by the President. This can be in the form of board-approved event budgets, specific board-approved expenditures, or an individual expenditure approval by the President. Failure to get pre-approval prior to spending personal funds may risk FCC’s ability to reimburse you
for the money spent.

**Name Same $**

Requested by payee Amount

payee mailing address

Reason for expenditure

Invoice or receipt attached? (Please **bold** your answer.) YES NO

**Check Information (to be completed by FCC Treasurer)**

 **00/00/202**

Authorization signature date

 **$**

check number Amount

Note: A concurrence is required by a second signor if the check is greater than $250 and is not already evidenced by a board-approved and fully executed contract.



concurred by method (phone/email)

 **00/00/202**

signature concurrence date

check issued by mode of delivery (by hand, mail, etc.)

Receipt of payment received from vendor? G YES G NO

**Preparer Checklist**

G Disbursement authorized G Receipt of payment attached
G Treasurer notified of expense G Form and attachments forwarded to Treasurer
G Invoice/receipt attached

**Treasurer Checklist**

G Recorded into account records by Bookkeeper