

Check Request

1. Complete the form. Online version available:

<http://www.rossmoorgolf.com/womens-18-hole/documents-forms/>

2. Total receipts and attach to form OR email receipts to Rossmoor18ers@gmail.com.
3. Receipts are required for all purchases.
4. Submit to Treasurer once expense has been approved.

Requestor Name: _____ Date of Request: _____

Name of Event (if none, specify ADMIN) _____

Purpose: _____

Has this been approved by Event Chair?: Yes ☐ or No ☐

If ADMIN, has this been approved by Captain? Yes ☐ or No ☐

Check Payable to: _____ Required Date: _____

Amount of Check: _____