



**Kiwanis**  
Sun City Georgetown

## ADMINISTRATIVE ACCOUNT CHECK REQUEST

PAYEE \_\_\_\_\_ DATE \_\_\_\_\_

REQUEST FOR:

REIMBURSEMENT  ADVANCE  OTHER \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

PURPOSE OF EXPENDITURE \_\_\_\_\_

RECEIPT/INVOICE ATTACHED

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

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**TREASURER USE ONLY**

CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_

NOTES: