

BIG BEAR LAKE QUILTERS' GUILD  
CHECK/REIMBURSEMENT REQUEST

Receipts for items purchased must be attached to request. All requests over \$500 must be preapproved by Board and check must be signed by two (2) authorized Board Members.

Request Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Description of Items Purchased: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Check Date: \_\_\_\_\_

Check Number: \_\_\_\_\_

Check Received By: \_\_\_\_\_ (signature)