



# House and Recreation Committee



## Check Request Form

Person Requesting: \_\_\_\_\_ Tele. No.: 732- \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Needed: \_\_\_\_\_

Purpose of Check: \_\_\_\_\_



Make Check Payable To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Check is for an Approved Event

Invoice/Bill Attached

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Sub-Account to Charge: \_\_\_\_\_

**PLEASE OBTAIN PROPER RECEIPTS**



**TO BE COMPLETED BY HOUSE AND RECREATION**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_



**House and Recreation Committee  
Record of Deposit: Event or Club Activity**



Your Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: 732- \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

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EVENT OR CLUB ACTIVITY NAME: \_\_\_\_\_

DATE OF EVENT OR CLUB ACTIVITY: \_\_\_\_\_

CASH BREAKDOWN:		
Number of Bills of Each:	Denominations:	Totals:
	\$1.00	\$
	\$5.00	\$
	\$10.00	\$
	\$20.00	\$
	\$50.00	\$
	\$100.00	\$
	CASH TOTAL:	\$
CHECK BREAKDOWN:		
Number of Checks by amount (e.g. 5, 13, 12, etc.)	Amount in ascending order: (e.g. \$5, \$10, \$20, etc.):	Totals:
		\$
		\$
		\$
		\$
	CHECK TOTAL:	\$
	CASH & CHECK GRAND TOAL:	\$

*The Treasurer will sign and date a copy of this form and give to you as a receipt after verifying the deposit.*

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*Signature Verification of Deposit:*

H & R Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_