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| **Date** |  | **Requested by** |  |
| **Payable to:** |  | **Amount** |  |
| **Mailing Address** |  | **Description** |  |
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| **X** | **PROGRAMS** | **X** | **EXPENSES** | **AMOUNT** |
|  | General |  | 5901 - Office Supplies |  |
|  | Training Events |  | 5902 - Printing |  |
|  | TCP Study Sessions |  | 5903 - Mailing/Postage |  |
|  | Conferences |  | 5904 - Awards |  |
|  | Annual Banquet |  | 5905 - Food/Beverage/Catering |  |
|  | Dinner Meetings |  | 5905 - Site/Location Rental |  |
|  | Golf Tournament |  | 5905 - Golf Green Fees |  |
|  | Picnic |  | 5905 - Door Prizes |  |
|  | Board of Directors |  | 5906 - KBSF Contributions |  |
|  | Other (specify below) |  | 5906 - Sponsorship and Donations |  |
|  |  |  | 5908 - Promotion/Marketing |  |
|  |  |  | 5909 - Audio/Visual |  |
|  |  |  | 5909 - Tech/Web Fees |  |
|  |  |  | 5910 - Bank Fees |  |
|  |  |  | 5911 - Professional Services |  |
|  |  |  | 5912 - LS Opportunity Funds |  |
|  |  |  | 5907 - Miscellaneous (specify below) |  |
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**san francisco bay section CHECK REQUEST FORM**

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| **Special Handling Instructions** |
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| **Documents Required** |
| 1. All reimbursement requests must have all itemized receipts attached.
2. Advance payment requests require a vendor/venue invoice or signed agreement/contract.
3. For Food & Beverage, a list of participants is required, and for Door Prizes, a list of recipients is required
 |
| Payments are mailed within ten days of receiving all Required Documentation.  |
| **Approved by LS President or LS Treasurer:** |
| LS President:  | LS Treasurer: |
| Signature: | Signature: |
|  |  |
| **ATTACH RECEIPT(S)** |
| Please submit this check request with all required documents by email to:CWEA Staff Accountant: **cconsunto@cwea.org** & Local Section Accounting: **cweaaccounting@cwea.org** |
| **Thank you for volunteering and supporting CWEA** |