

SAN FERNANDO VALLEY QUILT ASSOCIATION

CHECK REQUEST

Date Requested	Date Needed	Total Requested
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Please enter amount in correct budget category or categories.

Administration	\$	Historian	\$	Philanthropy	\$
Accounting	\$	Meeting Photos	\$	Donations	\$
Acquisitions	\$	New Members Tea	\$	Q4O-Rent-St James	\$
Board Thank You	\$	Opportunity Quilts	\$	Q4O-Rent-Town Hall	\$
Insurance	\$	Supplies	\$	Q4O-Supplies	\$
Past President's Quilt	\$	Holiday Dinner		Programs	
Postage	\$	Dinner	\$	August Meeting	\$
Rent-P.O. Box	\$	General	\$	Hotel	\$
Rent-Storage	\$	Room Set Up	\$	Lecture	\$
Rent-Church	\$	Library	\$	Meals/Entertainment	\$
SCCQG	\$	Membership		Room Set Up	\$
Sheet Laundry	\$	Tea	\$	Travel	\$
State of California	\$	Postage	\$	Miscellaneous	\$
Supplies, Copies, Misc.	\$	Roster & Bookmks.	\$	Qt Challenge Awards	\$
Web Site	\$	Supplies	\$	Quilt Show Seed \$	\$
Contingency Fund	\$	Newsletter		Workshops	
Edu. & Grants-London	\$	Postage	\$	Lunch	\$
Opportunity Quilt 2004	\$	Printing	\$	Rent	\$
Opportunity Quilt 2005	\$	Labels	\$	Teacher Fees	\$
		Other	\$	Supplies	\$

Comments/Explanation

Payee	Address	Mail to Payee
		Mail to Requester
		Give check to: _____

Requested By	Name	Committee/Position
Approved By	Name	Position

Date Paid	Amount	Check #
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*Expenditures of \$25.00 or more, not already included in an approved budget item, must be pre-approved.

Receipt, invoice, or copy of contract must be attached.