

**GARDEN STATE SKI CLUB****CHECK REQUEST FORM**

PAYEE (Payable to): \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
(attach invoice, bills or receipts)

Reason for Expense: \_\_\_\_\_

Event Name (if applicable): \_\_\_\_\_

Please check one: Expense Reimbursement? \_\_\_\_\_ OR Event/Trip Refund? \_\_\_\_\_

Event Completion Date: \_\_\_\_\_ (refunds must be approved by Event Chair and processed within 30 days of event)

**CLUB BUDGET EXPENDITURE (for board use only):**

<b>President:</b>	<b>Treasurer:</b>	<b>Secretary:</b>	<b>VT Lodge VP:</b>	<b>VT Lodge VP:</b>
<input type="checkbox"/> Board Meetings	<input type="checkbox"/> Prof Fees	<input type="checkbox"/> Directory	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Oil
<input type="checkbox"/> Contingency Fund	<input type="checkbox"/> Bad Checks	<input type="checkbox"/> Lifeline	<input type="checkbox"/> Cleaning Service	<input type="checkbox"/> Postage
<input type="checkbox"/> Event Allowance	<input type="checkbox"/> Bank Charges	<input type="checkbox"/> Membership	<input type="checkbox"/> Comm. Meetings	<input type="checkbox"/> Property Taxes
<input type="checkbox"/> Theme Nights	<input type="checkbox"/> Hot Line	<input type="checkbox"/> Minutes	<input type="checkbox"/> Comm. Misc. Exp.	<input type="checkbox"/> Security
<input type="checkbox"/> Audio/Camera	<input type="checkbox"/> General Admin	<input type="checkbox"/> Sunshine	<input type="checkbox"/> Electric	<input type="checkbox"/> Snowplow/Lawn
	<input type="checkbox"/> Insurance (split)	<input type="checkbox"/> Brunch	<input type="checkbox"/> Emergency Repairs	<input type="checkbox"/> Telephone
<b>Ski VP:</b>	<input type="checkbox"/> Website/Domain		<input type="checkbox"/> Firewood	<input type="checkbox"/> Waste Removal
<input type="checkbox"/> Instruction		<b>JR Delegate:</b>	<input type="checkbox"/> Groceries/Food	<input type="checkbox"/> Water System
<input type="checkbox"/> Racing	<b>Ski VP:</b>	<input type="checkbox"/> Banquet	<input type="checkbox"/> Insurance (split)	<input type="checkbox"/> Work WE Food
<input type="checkbox"/> Race Awards	<input type="checkbox"/> Social Event	<input type="checkbox"/> Banquet Awards	<input type="checkbox"/> Supplies	<input type="checkbox"/> Maintenance
	(see event name above)	<input type="checkbox"/> Jamboree		

☐ Other (please explain) \_\_\_\_\_

☐ Deposit, Capital (VT Lodge) or other asset expenditures      Board approved?    Y / N

☐ Lift Tickets (MUST be approved by Ski VP, Treasurer, President and one additional board member)

**SPECIAL INSTRUCTIONS AND DESCRIPTIONS:**

Additional Description? \_\_\_\_\_

Split Charge? (specify categories and amounts) \_\_\_\_\_

Other Fiscal Year (charge back)? Specify Year: \_\_\_\_\_

Mail check? Include address \_\_\_\_\_

**APPROVALS (Please have all proper approvals before submitting to Treasurer for payment):**

Payment requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Event Chairperson signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for event refund and expense reimbursements)

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(MUST be signed by responsible Board Member or President)

President: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for capital and lift tickets)

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for lift tickets ONLY)

Additional Board Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for lift tickets ONLY)

**BELOW FOR TREASURER USE ONLY**

Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Dated:    /    /    Posted: \_\_\_\_\_