

# RECLAIMING CHECK REQUEST

Please provide the following information to the Check Writer (Susan Levin) to receive a check from Reclaiming's General Fund. Please also provide a receipt showing the amount actually spent and return any extra funds to Reclaiming via the Check Writer.

**Providing the receipts is mandatory for Reclaiming's 501(c)3 status to be successfully maintained.** Therefore, you must provide an original receipt for all money spent to Reclaiming – **this check request is not a receipt!**

All this information will be forwarded to the Bookkeeper (Tami Griffith) for the benefit of Reclaiming's accounting. None of this information will be shared beyond what is necessary to support appropriate accounting mechanisms.

To: Check Writer - Susan Levin

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

From: \_\_\_\_\_  
(Name)

Affiliation: \_\_\_\_\_  
(Cell or Other Description)

Contact Info: \_\_\_\_\_  
(Phone number and email address)

If not a Reclaiming Cell, please describe your connection with Reclaiming:

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

Pay to the Order of: \_\_\_\_\_

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

Purpose or Event: \_\_\_\_\_

\_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE (RECLAIMING ACCOUNTING ONLY)**

Date Check Written	_____	Check Amount	_____
Receipt Received?	_____	Check Number	_____
Follow-up Info	_____		_____

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