

# LIBRAS Check Request

As an officer or committee member of LIBRAS you may incur expenses on behalf of LIBRAS. To obtain reimbursement from the Treasurer for these expenses, please make a copy of this form and complete all the information requested. An authorizing signature should be obtained before submitting the request to the Treasurer. Documentation (e.g. receipts) should be attached.

Date \_\_\_\_\_

Payable to: \_\_\_\_\_

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

In payment of	Fund name	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		Total Check \$ _____

Person issuing request:  
\_\_\_\_\_

Approved by:  
\_\_\_\_\_  
(Committee chairperson or officer)

Please attach invoice or supporting documents.