



Fifth Street Yacht Club Inc.
Check Request Form

*Please submit to Treasurer under "Bills" during Regular or Board meetings
Attach all pertinent receipts to this request*

Requester Name: _____ Request Date: _____

Amount Requested: _____ Date Check Needed: _____

Pay to the order of: _____

Mail to: _____

What was purchased? _____

Approvals Required:

- Exempt are Bar, Grounds, Building Money Funds & Entertainment Seed Money.
- Under \$100 – no approval needed
- \$100 to \$250 – 2 Board Members
- Over \$250 – Full Board approval

Approval: 2 Board: _____

Approval: Full Board: Meeting Date: _____

Date received by Treasurer: _____

Date Paid: _____ Check Amount: _____ Check # _____

Treasurers' Initials _____

Treasurer's Notes: _____