

**KINGWOOD / HUMBLE AREA A&M  
UNIVERSITY MOTHERS' CLUB**

Post Office Box 5098  
Kingwood, Texas 77325

DATE \_\_\_\_\_

**CHECK REQUEST**

Please prepare a check in the amount of \_\_\_\_\_ payable to:

PAYEE NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

PAYMENT DUE DATE: \_\_\_\_\_ INVOICE NO.\*: \_\_\_\_\_

PLEASE: \_\_\_\_\_ mail check to the above address \_\_\_\_\_ other \_\_\_\_\_  
\_\_\_\_\_ I will get check at next meeting \_\_\_\_\_

This payment / reimbursement is for the following: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ check requested by \_\_\_\_\_ Committee and account number

**PLEASE NOTE THE FOLLOWING:**

- \* attach a copy of all receipts, invoices (\*if applicable), contracts or other backup information
- \* payee name, address and phone number information MUST be complete
- \* no check can be issued without a receipt
- \* sales tax is *not* reimbursable

**CASH REQUEST**

\_\_\_\_\_ in cash is requested for cash box set-up for \_\_\_\_\_  
\_\_\_\_\_ Committee and account number

check mailed: \_\_\_\_\_ date reimbursed: \_\_\_\_\_  
check hand delivered: \_\_\_\_\_ account number: \_\_\_\_\_  
check picked up at meeting: \_\_\_\_\_ check number: \_\_\_\_\_  
other: \_\_\_\_\_ check amount: \_\_\_\_\_