



Imperial Court of Rocky Mountain Empire dba Rocky Mountain Court System

Denver, Colorado

A 501(c)3 Non-profit Corporation (<http://www.icrme.org>)

(Please print)

Instructions – All information and support documentation must be presented to the ICRME CFO at least seven (7) days prior to the next regularly scheduled ICRME Board of Directors meeting, in order to have a check disbursed. Any other requests or emergency situations must be presented to the ICRME CFO. Failure to complete all the information marked with an asterisk “*” below will result in processing delays.

Date of Request: _____

Person making request: _____

Purpose of request: _____

Amount of Request: _____

Payee (person/entity check payable to): _____

Date to be paid: _____ Board of Director’s approval date: _____

Authorized by and Title: _____

(Chief Financial Officer/Treasurer Use Only)

Date check issued: _____ Check Number: _____

Mailed to Vendor (Y/N): _____ Given to Requester (Y/N): _____