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): __________