



# KITTAN LODGE

TWIN RIVERS COUNCIL #364  
253 Washington Ave. Ext. © Albany © New York 12205

w w w . k i t t a n l o d g e . o r g



## Check Request Form

Chapter \_\_\_\_\_ Date \_\_\_\_\_

Event \_\_\_\_\_ Location \_\_\_\_\_

Submitted By \_\_\_\_\_ Signature \_\_\_\_\_

.....

*Check Information:*

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

Amount \$ \_\_\_\_\_ Check Required By \_\_\_\_\_

Mail to: Name \_\_\_\_\_

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

**Lodge Approval**

Approved By \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Status:*    Budgeted Lodge Expense    Sufficient Chapter Funds    Approved by LEC

*Action:*    Refused, Return to Submitter    Approved, Proceed To Council

**Council Use Only**

Approved By \_\_\_\_\_ Position \_\_\_\_\_

Staff Advisor's Signature \_\_\_\_\_

Received (Date) \_\_\_\_\_ Check Cut Date \_\_\_\_\_ Mailed Date \_\_\_\_\_

Account Number: \_\_\_\_\_

**Place Check Here To Copy**

Note: Checks are written on the 1<sup>st</sup> and the 15<sup>th</sup> of the month, therefore this form must be submitted in time. This must be approved by the Lodge Treasurer.