



Dubuque Chorale
 900 Jackson St.
 Ste. LL5 2D
 Dubuque, IA 52001
www.DubuqueChorale.org

Request for Check

Check payable to	Address
Amount	

The following is REQUIRED before a check will be issued:

- For checks payable to vendors: An INVOICE must be attached with approval of the Chorale representative who incurred the expense on behalf of the Chorale (ex: A Chorale member orders envelopes from Staples. Staples provides an invoice. The Chorale member who ordered the envelope must confirm that this is the correct amount due.)
- For checks for reimbursement of expenses: A RECEIPT must be attached.
- For checks payable for contract labor: The contract and SSN of the contractor must be on file.

Concert or event for the expense, if applicable		
Committee for the expense, if applicable		
Expense category		
Chorale Cadenza	Children's Choir Fundraising activities	General administration Not sure
General description of the expense to help categorize it		
Signature		Date
Printed name	Phone	Email

FOR CHORALE USE ONLY Date check issued: Approval received from: Within budget? Special notes to bookkeeper:
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