

J.P. Taravella Band & Orchestra



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Check Request Form

Date of request: _____ Date check is needed by: _____

Check is payable to: _____

Address to send check to: _____

City/State/Zip : _____

Reason for check: _____

Amount of check: \$ _____ Budget Category: _____

Requested by: _____

Approved by: _____

(Check request must be approved by either Mr. Jenkins or Mr. Williams)

You must attach a copy of the receipt or invoice for this check to be processed. Checks will **not** be made out to "Cash." If this check is for payroll purposes, you may be required to furnish your social security number or Tax Payer's ID # in order to process.

If you do not receive your check in a timely manner, it is your responsibility to contact the treasurer and discuss the matter with him or her. The J.P. Taravella Band & Orchestra Directors **will not** discuss matters of a financial nature with any individual, organization, or trustee.

The J.P. Taravella Band & Orchestra Patrons shall not pay any due amount in cash. Please keep a copy of this statement once completed for your records.

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J.P. Taravella Band & Orchestra
Patrons Organization
