BACDS Check Request

Instructions:

This form is for use by BACDS event managers and committee chairs to request money for expenses directly related to your BACDS event or activity.

Submit a separate check request for each check needed.

Itemize all amounts by category below.

Routine checks may take as long as 3 - 4 weeks for delivery.

For faster service, contact the Treasurer to coordinate your request with the next check run.

Assume your check will be mailed directly to the payee unless you give your address below or otherwise specifically arrange for alternative delivery.

Name of event: _____

Event Date(s): _____

Check Requested by: _____

Your telephone number: _____

Your e-mail address: _____

Date prepared: _____

Date needed: _____

Payee (print): Name: _____

Street: _____

City State Zip: _____

If you need the check mailed to you, rather than the payee, your mailing address:

Name: _____

Street: _____

City State Zip: _____

To be filled out by Treasurer:	
Date to treasurer:	
Date paid:	
Check Number:	
Amount paid:	

Expense Categories (Itemize amount for each category):

Rent	
Meals	
Staff fees (BACDS must have SSN#)	
Travel	
Equipment Rental	
Supplies	
Phone	
Postage	
Rep. & maint.	
Printing	
Refreshments	
Insurance	
Contributions	
Sales tax	
Advertising/Printing	
Security	
Miscellaneous	
Total requested:	$

Deliver this request, with appropriate documentary receipts attached, to:

Diane Zingale
BACDS Treasurer
PO Box 9
La Honda CA 94020
diane@abcstuff.com
Day: (650) 299-1067
Eve: (650) 747-0786
Fax: (650) 747-0141

For quick turnaround checks call and arrange to pick up your check between 10 AM and 6 PM weekdays at Diane's office:
816 Charter Street
Redwood City CA
Near the Woodside exit from US 101
Between Bay Road and Spring Street