

A.M. Winn Guild Check Request Form

This GREEN form is for GUILD request only. This form is for approved third party checks, Supplies or School Site Projects or for pre-approved expenses you've personally incurred. For your payment to be processed it must be signed by event coordinator and have documentation such as a receipt or invoice. Staple receipts to the backside top middle of the sheet. Keep a copy for yourself & event coordinator. Place GREEN form & all paperwork into Guild Deposit Box. Allow 30 business days for processing. Checks will be mailed to address below. Direct all questions to Guild Treasure winncommunityguild@gmail.com.

Date: _____ Amount: \$ _____

Your Name: _____

Contact Info: Phone: _____ Email: _____

Name on Check: _____

Address: _____

Program/Event/Date: _____

Expenses for (Please Circle One): Administration Supplies/Classroom Materials/
Fundraising/Snow Cone/ Popcorn/Walk-a-Thon/May Faire/Other: _____

Comments or Special Handling Instructions:

Preparer: _____ Event Coordinator _____

Signature

Signature

\$\$\$ Guild Use \$\$\$

Granted _____ Denied for: _____

Check Number: _____ Amount \$ _____ Entry Complete: _____

Memo: _____

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