

# Frank S. Land Lodge #313 - CHECK REQUEST FORM

Make check payable to: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Type or Print Name)

Mailing Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

	Committee	Item	Activity & Date	Amount

Total                    \$ \_\_\_\_\_

Requested by: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Type or Print name)

Approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Committee Chair's Signature

Approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Worshipful Master's Signature

**To be paid promptly:**

- 1) Submit the form with original invoices, receipts, etc. attached
- 2) The person submitting must sign the request prior to submission
- 3) This request must be signed by committee chair authorizing the expenditure prior to submission
- 4) Submit this form to the Secretary of Frank S. Land Lodge No.313
  - a. by mail to 1601 S. Mullen, Tacoma WA 98405 or
  - b. at a meeting.

FOR TREASUER'S OFFICE USE ONLY	
P.O. verified	
Mdse/Service Rec'd	
Date Read @ Mtg.	
App'd for Payment	
Date Paid	
Check Number	