



THE COLORADO MOUNTAIN CLUB

710 10TH Street Suite 200

Golden, CO 80401

Denver Group Check Request Form

| | | | |
|---|--------|---------------------------------|--------------|
| Submitted by | | Date | |
| School, Section, or Committee to be Charged | | | |
| Make Check Payable to | | | |
| Street Address or PO Box | | | |
| City, State, Zip | | | |
| | | | |
| Name of Grant (if applicable) | | | |
| | | | |
| Detailed Description of Expense | Amount | Expense Line Item to be Charged | |
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| Total Amount Requested | | | |
| Signature of School or Section Approver | | Title | |
| DG Approval | | Title | DG Treasurer |
| Notes | | | |

Instructions

- Please type directly into the form when possible; electronic signatures are acceptable.
- If you print the form, please write legibly, sign the form, then scan it.
- All check requests must be approved by the School Director or Section Chair/Treasurer.
- All completed forms and receipts should be submitted via email to the Denver Group Treasurer for approval. It is best to submit receipts in PDF format.
- Only Expense Line Items included in your budget should be used on this form.
- Please use the Notes section for additional information if needed.

Do not send the completed form directly to the State Finance Group