**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*