

**Conejo Ski & Sports Club  
Check Request Instructions**

- 1 For Activities fill out "Activity Name," "Activity Date," and "Leader Name"**
- 2 One check request per Payee and event; multiple vendors on one check request will not be accepted**
- 3 Complete form including mailing address (also zip code) and telephone # of payee**
- 4 Each line item should coincide with a receipt which must be attached to the check request**
- 5 Total up the line items and make sure the receipts add up to the amount on the check request**
- 6 If you received a check advance, subtract that amount from the check request**
- 7 Sign and date at the bottom next to "Requester's Signature"**
- 8 Have check request approved by the President, Executive Vice President or Past President**
- 9 If a check is needed prior to a CSSC membership meeting or board meeting, email check request to the Treasurer and President for approval and present the actual check request at that meeting**
- 10 Submit check request a few days before you wish to pick up check or have it placed in the mail**