



OYHA Check Request

Requester Completes All Information Below:

Date of Request: _____

Person and Team Requesting: _____

Make Check Payable To: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Amount of Check: _____

What is check for? Be specific
it will go in the memo line: _____

Signature of Requestor: _____

For Treasurers Use only

Date Issued _____

Issued from _____

Charge to What budget item _____

Comments _____

Treasurer's Signature _____