

**Check Request**  
**2011 St. Robert's Parish Festival**  
**SR Summer of Love**

Booth Name or Specific Event: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Festival Group Chairperson: \_\_\_\_\_

Amount of request: \$ \_\_\_\_\_

Circle: Advance or Reimbursement: (if reimbursement all receipts must be attached)

Purpose of  
Expense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

(Select One)

Mail to Payee's Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hold at Rectory for pick-up

Send to School    c/o Child's Name \_\_\_\_\_ Grade: \_\_\_\_\_

Group Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only:

\$ Paid: \_\_\_\_\_

Expense Code: \_\_\_\_\_

Check #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

**All requests must be turned into the rectory by October 1, 2011, so that books may be closed and an accurate income and expense report can be compiled by the end of October 2011.**