



# HOUSTON ASSOCIATION OF LEGAL PROFESSIONALS CHECK REQUISITION

NOTE 1: This form is (1) for expense-budget expenses within the established budget limit and (2) for use in reimbursement or payment of income-budget expenses approved (by general motion) by the board. The original check requisition (with original receipts attached) is to be submitted to the treasurer for processing with copies as noted below. If the expense has been approved by general motion, a copy of such motion should be attached also.

NOTE 2: If check is to be mailed, attach addressed envelope. If check is to be mailed but there is no envelope attached, the check will be given to the Requestee/Payee at the next meeting attended by the Requestee/Payee.

<b>AMOUNT</b>		
<b>PAYABLE TO</b>		
<b>BUDGET CHARGED</b>		
<b>DATE SUBMITTED</b>		
<b>SUBMITTED BY (SIGNATURE)</b>		
<b>GIVE CHECK TO</b>		
<b>EXPENSE DATE</b>	<b>DESCRIPTION OF EXPENSE</b>	<b>AMOUNT</b>
<b>TOTAL:</b>		
<b>FOR USE BY PRESIDENT AND TREASURER</b>		
<b>APPROVED BY PRESIDENT &amp; (INITIALS AND DATE):</b>		
<b>APPROVED BY PARLIAMENTARIAN (INITIALS &amp; DATE):</b>		
<b>PROCESSED BY TREASURER (INITIALS):</b>		
<b>CHECK DATED:</b>		
<b>CHECK NUMBER:</b>		

Original to: Treasurer  
 Copies to (9): President  
 Parliamentarian  
 File copy

Email to other officers