



Steiner Stars Check Request

(Staple all Receipts on Back of Page)

Payable to: _____ Amount needed: _____

Address: _____ Date: _____

Check requester: _____ Phone: _____

Budget area to be charged:	Amount	Signature

Item	Place of Purchase	Amount
	Total:	

(Sales tax will not be reimbursed except for Costco)

Treasurer's Notes:
 Invoice Received: _____
 Payee: _____
 Date Paid: _____
 Check Number: _____
 Amount of Check: _____

Remarks:

Treasurer's Signature: _____