BERKELEY HILLEL

CHECK REQUEST

2014 – 2015

**We want to do everything possible to financially support the Jewish initiatives and programs at UC Berkeley. Please keep in mind that UC Berkeley Hillel is a non-profit organization and for every dollar spent, a dollar must be fundraised from a donor.**

* **Stapled Receipt**
* **Attached Completed Attendance Sheet (Sheet is on back of form)**
* **Completed Entire Check Request Form**

**Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Make check payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Checks can be picked up in the Lobby with the Director of First Impression. If you would like your check mailed, please note it on this sheet.

**Mailing Address (MANDATORY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
|  | **Account** | **Class** | **Amount** | **Description (WHERE purchased and WHAT FOR?)** |
| **1** |  |  | **$** |  |
| **2** |  |  | **$** |  |
| **3** |  |  | **$** |  |
| **4** |  |  | **$** |  |
| **5** |  |  | **$** |  |

|  |  |
| --- | --- |
| **TOTAL AMOUNT:** | $ |

Please staple all receipts to the BACK of this form. Thank you.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Requestor Signature of Supervisor**

**(Person who made the purchase) (MANDATORY)**

|  |  |  |
| --- | --- | --- |
| **NAME** | **CAL ID (MANDATORY)** | **EMAIL** |
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