



**SYSA**  
**GENERAL FUND**  
**Check Request**

**Date Requested:** \_\_\_\_\_ **Requested By:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

1<sup>st</sup> Check Requested: Receipt or invoice attached? Yes  No:  (needed for all items except SYSA Tournaments)

Payee: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_ Purpose of Check (in as much detail as possible): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

2nd Check Requested: Receipt or invoice attached? Yes  No:  (needed for all items except SYSA Tournaments)

Payee: \_\_\_\_\_

Amount of Check: \_\_\_\_\_ Purpose of Check (in as much detail as possible): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Special Notes or instructions for any check listed above: