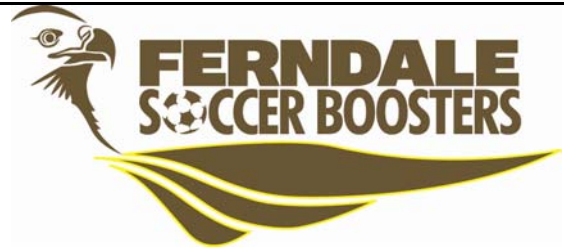


Check Request

### Funds Request

All requests for money must be authorized by FSB Board action or the FSB President



- Invoice
- Reimbursement
- Advance\*

It is expected that receipts will be obtained and submitted with each request for reimbursement. \*In the event of an advance of funds, receipts are to be submitted and excess funds returned within 10 days after the activity — for which they were advanced— has taken place. All requests for reimbursement for FSB activities and expenses should be made promptly after each expense has been incurred.

Invoices and receipts must be attached

- Refreshments/Supplies
- Fundraiser
- Grant
- Equipment
- Fees
- Event specify: \_\_\_\_\_
- Tag Day
- Gifts
- Other specify: \_\_\_\_\_

Amount

\$

Payable to:

### FSB Event Tally Sheet

### Credits

All income should be itemized. It is expected that monies submitted will be counted prior to submission to treasurer.

Event

- Membership
- Concessions
- Tag Day
- Donations
- Fundraiser
- Other specify: \_\_\_\_\_

### Grand Total

Transfer totals from tally at right

Total Currency	\$
Total Coin	\$
Total Checks	\$
<b>Grand Total</b>	<b>\$</b>

Currency	Quantity	Amount	Coin	Quantity	Amount	Checks	Quantity	Amount
\$100		\$	Silver dollar		\$			\$
\$50		\$	Half dollar		\$			\$
\$20		\$	Quarters		\$			\$
\$10		\$	Dimes		\$			\$
\$5		\$	Nickels		\$			\$
\$2		\$	Pennies		\$			\$
\$1		\$	Other		\$			\$
Total Currency		\$	Total Coins		\$	Total		\$

Deposit

Signatures

Person submitting must complete

Name/Title	Signature	Date
Name of Person Submitting		
Treasurer		
President (Check Request Only)		
Check Number		