

# TEXAS TERRAPINS SWIM TEAM



15201 Mason Road- Suite 1000 #161  
CYPRESS, TX 77433

## CHECK REQUEST

TO: **Loa McNeese– Treasurer**

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_ Please make **payment to vendor** below for the amount of: \$ \_\_\_\_\_  
(Invoice attached)

\_\_\_\_\_ Please **reimburse** me for Texas Terrapins Swim Team expenses totaling: \$ \_\_\_\_\_  
(Receipts attached)

\_\_\_\_\_ Please make **advancement of funds** to me in the amount of: \$ \_\_\_\_\_  
(Receipts must be provided to Treasurer after purchase is made).

Reason for expenditure/advancement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Check may be made payable and mailed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Special Instructions:*

**For Treasurer Use Only:**

Payment Issued – Check # \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_