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| **CHECK REQUEST** | | | | |
| **Today’s Date** |  | **Date of Purchase** | |  |
| **Requestor** |  | **Total Amount** | | $ |
| **Project** |  | | | |
| **Pay to the**  **Order of** |  | | | |
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| **Remarks** |  | | | |
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| ***BELOW SECTION TO BE COMPLETED BY AUTHORIZED CLUB PERSONNEL*** | | | | |
| **Approved by** |  | | **Check No.** |  |
| **Return Check to** |  | | **Date Paid** |  |