



**JUNIOR LEAGUE OF
EAU CLAIRE**

Women building better communities

CHECK REQUEST FORM

Submit completed request to Treasurer within 30 days of purchase. Attach all receipts. JLEC is a non-profit organization and does not pay sales tax. Tax exempt number: 007092

Date: _____

CHECK INFORMATION

Pay to: _____

Date needed: _____

Check amount: _____

Mail to: _____

ACCOUNTING INFORMATION

Expense Description	Committee Charged	Amount
TOTAL		

Committee Chair Signature

Date