

**CHECK REQUEST FORM  
GARDEN OAKS CIVIC CLUB**

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

Amount: \_\_\_\_\_

The amount of reimbursement must not include any tax since we are tax-exempt. The federal identification number is 76-0067415.

Check made out to: \_\_\_\_\_

Phone: \_\_\_\_\_

Fill in the address only if you request that a check be mailed:

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of expenditure: \_\_\_\_\_

Committee: \_\_\_\_\_

Budgeted Category: \_\_\_\_\_

Committee Chair or Office Signature: \_\_\_\_\_

Teresa Coleman, Treasurer  
1003 Gardenia Dr  
Houston, TX 77018  
713-686-7728

Paid: \_\_\_\_\_

Check No. \_\_\_\_\_