



I.G.R.A.

Attn: David G. Hill, Treasurer
20140 East Maplewood Lane
Centennial, CO 80016-1279
Telephone: 303-766-5630
E-mail: david.hill@igra.com

**CHECK
REQUEST**

Requested By:	Date:
Make Check Payable To:	Phone:
Vendor Address:	
Vendor City, State, Zip:	
Mail Check to Vendor?: Yes / No	
If No, Mail To:	
Signature of Requester:	

Description of Item Purchased	Amount
Total To Be Paid	

Budget Line Item	Amount
Total Distribution	

Mail completed check requests to the address above.

Requests for reimbursement must be accompanied by original receipts.
 Requests for payment must be accompanied by original invoices. All requests must indicate the budget line item to be charged.

For Office Use Only
Check Date
Check Number