



Check Request

Make check payable to: _____

Date requested: ___ / ___ / ___ Date needed: ___ / ___ / ___ Amount: \$ _____

Project: _____

Check Requested by: _____ Title: _____

Approved by: _____ Title: _____

Account #: _____ Account Name: _____

Comments: _____

All check request must be approved by either a Vice President/ President and submitted to the Treasurer for payment.

For Treasurer Use Only

Received: _____ Paid: _____ Amount: _____ Check #: _____

100 President	340 Chapter Operations	430 Community Assistance	590 General Administrative
110 Officer	Book Submission	Angel Watch	Travel
Incentives (Monthly Awards)	Building Improvements	Blood Drive	Miscellaneous Expense
Board of Directors Gifts	Computer/Printer Supplies	Charlotte Hall Veteran's Home	600 State Director
Charter Night Thank-Yous	Jaycee Store (to be sold)	Christmas in April	610 Officer
190 General Administrative	Miscellaneous Chapter Expenses	CPR	Incentives
Travel	Office Supplies	Emergency Assistance	620 International Involvement
Miscellaneous Expense	PO Box Fees	Hospice Festival of Trees (Misc)	630 State
200 Membership VP	Postage	Maryland Room	Convention Hotel Rooms
210 Officer	350 Financial Management	Miscellaneous Assistance	Convention Board Registration
Incentives	Casino	Relay for Life	HOBY
220 Chapter Helping Chapters	Miscellaneous Ways and Means	Senior Apartments	Host Event
Chapter Extension/Save	360 Marketing & Public Relations	Senior Christmas Gifts	State Events
Helping Hand	Board Shirts	Special Oly Summer Games	Year End Award Sponsorships
230 Membership	Directory	450 Community Fundraising	640 National
Corporate Membership	Distinguished Service Awards	Classic Car Show	Convention Registration
District Dues	Holiday Craft Shows	Father/Daughter Dance	Host Guests
Fleet of the Chesapeake	Jr Miss	Field of Dreams	JCI World Congress Registration
M-Night Socials	Media	Miscellaneous Fundraising	Other
New Member Dues	Misc Communication Aids	Rolling Thunder	650 International
New Member Orientation	Newsletter	460 Government & Civic	Ecuador Assistance
Postage	Website	Hunter Education	Student/Teacher Exchange
Recruitment Tools	370 Strategic Planning	Project Graduation	Thankful Hearts Mission
Renewal Associate Dues	Chapter Meetings	Teen Court	660 Strategic Planning
Renewal Member Dues	Community Survey	490 General Administrative	State Officer Training
State Dues	CPG/Chairman Training	Travel	General Administrative
Springboard and Degrees	Local Officer Training	Miscellaneous Expense	Travel
Sunshine/Flowers	Membership Survey	500 Individual Development	Miscellaneous Expense
290 General Administrative	Planning Meetings	510 Officer	800 Chairman of the Board
Travel	390 General Administrative	Incentives	810 Officer
Miscellaneous Expense	Travel	520 Chapter Activities	Awards & Elections
300 Management	Miscellaneous Expense	Chapter Hospice Tree	Charter Night
310 Officer	400 Community	Hook, Line and Sinker	Awards
Incentives	410 Officer	Personal Development	Dinner
320 Business Opportunities	Incentives	ID Competitions	Entertainment
Chamber of Commerce	415 Foundation Children & Youth	Debate	Other
Chapter Activities	Youth Education	Speak-Up	Elections Committee
Socials	Youth Recreation	Write-Up	JCI Senate Applications
Adult	Youth Sports Programs	Personal Skills Training	Maryland Militia
Family	420 Children & Youth	Recreational Sports	890 General Administrative
Kids	Adopt a School	Spiritual Development	Travel
Jaycee Weekend - Camp Merrick	Book Bag Program	540 Professional Development	Miscellaneous Expense
Tee Off	Car Seat Program	Junior Jaycees	
	DARE	Parliamentary Procedures	
	It's Academic	Professional Skills Training	
	Mentor Program		
	Toys for Tots		