



Draper Community Foundation

1020 East Pioneer Road

Draper, UT 84020

Phone: 801-572-7317

Email: finance@drapercommunityfoundation.org

www.drapercommunityfoundation.org

Check Request

Submitter:
Board/Committee:
Date Submitted:

Expense Budgeted: YES NO Budget Item: _____

Board/Committee Approval By: _____

AN INVOICE OR APPROVED CONTRACT MUST BE SUBMITTED WITH THIS REQUEST

Contract Attached Contract Already Submitted Invoice Attached

Check Request Information

Check Requested For: Deposit Outstanding Balance Payment Payment In Full

Check Amount: \$ _____ Check is Required By: ____/____/____

Make Payable To: _____

Check Should Be Sent To: Committee Member (for delivery) Payee

Address: _____

Purchase Order Number	Invoice Number	Our Account/Customer Number

Notes:

For Internal Use

Date Received: ____/____/____ Request Approved By (DCF Officer): _____

Date Processed: ____/____/____ Payment Date: ____/____/____

Processed By: _____ Check #: _____