

CPRSC CHECK REQUEST FORM

Please Provide Receipts

Date of Request _____

PRINT LEGIBLY

Name of trusted servant making request _____

Subcommittee	Budget Line Item (see below)	Reason for Request/Date of Event	Amount
			\$
			\$
			\$
			\$
			\$

Total amount requested

\$

Make Check Payable To: _____ (one payee per form)

Signature (payee or person requesting) _____

Subcommittee Chair Approval (if applicable) _____

TRUSTED SERVANTS - please indicate the budget line item description in the section above

Administrative & Subcommittees	Budget Line Item Descriptions
Administrative	Printing/Copying • Miscellaneous/Supplies • PO Box • Workshops • Ad-Hoc • Regional Meeting Rent
RD, RDA	Administrative/Miscellaneous • ASC Travel • MARLCNA • Other World Service Events • Zonal Forum • GSR Assemblies/Workshops • World Service Conferences • Fellowship Development
H&I	Learning Day • Literature • Travel – MARLCNA • Meeting List
Literature	Administrative/Miscellaneous • Workshop/Meetings • Travel – MARLCNA
Policy	Administrative/Miscellaneous • Workshop/Meetings • Travel – MARLCNA
Public Relations	Admin/Misc. inc Mailings • Conventions/Events • Internet • Meeting Lists • Non-NA Events inc PSA's • Phonenumber (FV/Verizon) • Training and Workshops • Travel
Special Events	Administrative/Miscellaneous • Picnic–Annual Event • Unity Day

DO NOT WRITE BELOW THIS LINE – FOR TREASURER USE ONLY

Approved by (RSC Vice Treasurer or RSC Vice Chair) _____

Check # _____

Receipts received _____