



# **CHECK REQUESTS**

**Instructions for Officers and Chairmen**

# CHECK REQUESTS

## Submission

1. Check Request are to be submitted to the State Office via mail, fax or email – **cscha@att.net**
2. If being sent by email, the name of the attached file must be descriptive of the CR or PO –  
Example – Broken\_Spur\_Check\_Request 147.56.pdf
3. Check Request submissions must include the Check Request form and a written/printed invoice from the vendor. The invoice must include the vendor's name, invoice number mailing address, and telephone number.

## Form Completion

1. The GL Account **must** match a line item on the approved budget.
2. If the vendor's quote/invoice is for multiple items that would all fall under the same Budget GL Account (example ribbons, medals, and buckles) on the Check Request form list the GL account once with the total for all items.

Examples:

- a. **Single Payment** - you are submitting a check request for the ribbon vendor. On your budget you included a line item for Awards. On the Check Request/PO form, the GL account would be Awards.

### Submitted Budget

<b>Expenses</b>
Facility
Judges
Other
Postage and mailings
Awards

### Check Request/PO Form

<u>GL Account</u>
Awards
_____
_____

# REIMBURSEMENT REQUEST

## Submission

1. To request a reimbursement use the **Check Request** form.
2. The form is to be submitted to the State Office via mail, fax or email – **csa@att.net**
3. If being sent by email, the name of the attached file must be descriptive of the person requesting the reimbursement –

Example – 2017-07-25 Sally Jones 47.56.pdf

4. Submissions must include the form and a written/printed receipt for each purchase. The receipt must include the vendor's name, mailing address, telephone number, item(s) purchased and amount.

## Form Completion

1. The GL Account **must** match a line item on the approved budget.
2. If there are multiple receipts for items that would all fall under the same Budget GL Account (example postage), on the Check Request form **list the GL account once** with the total for all receipts.

Examples:

- a. You are submitting a Check Request for the postage. On your budget you included a line item for Postage and Mailing. On the Reimbursement Request form, the GL account would be Postage and Mailing.

### Submitted Budget

<b>Expenses</b>
Facility
Judges
Other
Postage and mailings
Awards

### Check Request/PO Form

<b>GL Account</b>
Postage and Mailings
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