

CHECK REQUEST

ALAMEDA COUNTY LEADERS' COUNCIL



Leaders Council

In order to expedite funding requests for the Alameda County Leaders' Council funds, the following information must be provided for ALL requests. Please submit the form to the Leader's Council Treasurer with all the receipts and sign on *Requested By* line.

Sharon Clay, 7400 Highland Oaks Drive, Pleasanton, CA 94588

PURPOSE OF FUNDS: _____

AMOUNT REQUESTED: _____

BUDGET ACCOUNT: _____
(If Known)

RECEIPTS ATTACHED: _____

MAKE CHECK TO: _____
(Include Address)

REQUESTED BY: _____
Signature

COMMENTS: _____

EXECUTIVE BOARD
APPROVAL BY: _____

PAID: Check # _____ Date _____ By: _____