



**Upper Marlboro/Waldorf (MD) Alumni Chapter**

**Kappa Alpha Psi Fraternity, Inc**

**Office of the Keeper of Exchequer**

## **Advance Check Request Form (Crimson)**

**Jeffery L. Harris II**  
**UM/W Keeper of Exchequer**  
**September 23, 2015**



**Upper Marlboro/Waldorf (MD) Alumni Chapter**  
**Kappa Alpha Psi Fraternity, Inc**  
**Advance Check Request Form (Crimson)**



Requestor Name:	Requestor Phone:
Program/Committee:	
Date Submitted:	Date Needed (Please allow up to ten (10) business days):
Purpose of Check:	
<input checked="" type="checkbox"/> Included in Annual Budget or <input type="checkbox"/> Approved at Board Meeting & <input type="checkbox"/> Approved at Chapter Meeting Date: Date:	
Check Payable To:	Amount Payable: \$
Address of Payee (if not bill attached):	
Requestor Signature:	Date:

If request is for a bill that needs to be paid, attach the bill to this form and the Exchequer will pay it.

**Advance Check Approval:**

Approved By (UM/W Polemarch):	Date Approved:
Approved By (UM/W Keeper of Records):	Date Approved:

**For Exchequer's Use Only:**

Budget Category & Number:	Check Number:	Check Date:	Logged By/Date:
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Attached: photocopy of bill (if applicable)