



**Michigan International Gay Rodeo Association**  
 A member association of the International Gay Rodeo Association (IGRA)  
**3319 Greenfield Road, Box #264, Dearborn, MI 48120-1212**

FEIN 38-3178601  
 An IRS §501(c)(3) Corporation

**Check  
Request**

Requested By	Date
Reimbursement / Purchase	Phone:
Mail Check to Vendor? Yes / No	
Make Check Payable To	
Vendor Address:	
Vendor City, State, Zip:	
If No, Mail To: Address	
City, State, Zip	
Signature of Requester:	

Description of Item Purchased	Amount
<b>Use back side, if necessary</b>	<b>Total from Back Side of Page</b>
<b>Grand Total of Amount Paid</b>	

Budget Line Item	Amount
Contract Services	
Operations: Postage & Mailing	
Operations: Printing & Copying	
Operations: Supplies (paper, folders, ink/toner, etc.)	
Advertising	
Convention, Conference	
Other Types of Expenses: (Specify)	
<b>Total Distribution</b>	

Mail completed check requests to the address above. Requests for reimbursement MUST be accompanied by the original receipt(s). Requests for payment MUST be accompanied by the original Invoice(s). . All requests must indicate the budget line item to be charged

EXECUTIVE BOARD USE ONLY	
Expenditure Approval: ACCEPT <input type="checkbox"/> DECLINE <input type="checkbox"/>	Treasurer's Use Only
One (1) Executive Board signature > Total = \$50 or less	Check Date
Entire Executive Board signatures > Total = \$50.01 and greater	Check Number