

SCALL

Southern California Association of Law Libraries

CHECK REQUEST

Part 1: Reimbursement Information

DATE OF REQUEST	
AMOUNT OF CHECK	
MAKE CHECK PAYABLE TO	
MAIL CHECK TO	

Part 2: Explanation of Expense

BUDGET TO CHARGE (E.G. PROGRAMS COMMITTEE)		
DID YOU RECEIVE PRIOR APPROVAL FROM THE COMMITTEE CHAIR?	YES	NO
DESCRIBE EXPENSE		

Please email the completed form **with receipt(s)** to the SCALL Treasurer at treasurer@scallnet.org.