

AWISA  
 Association of Washington  
 International Student Affairs

NO STAPLE

**AWISA Check Request Form**

Date of Purchase: \_\_\_\_\_ Date Check Needed: \_\_\_\_\_

**Mark One:**

*leave **BLANK** if credit card receipts*

**Check Request:**

Requested By: \_\_\_\_\_

or

**Credit Card Receipt**

Approved by: \_\_\_\_\_

Which credit card?

**Check Payable to:**

Description of Purchase(s): (and Vendor Names if turning in many credit card receipts)	Total Cost	Purchase is for what <b>Project</b> ? Put name here.	FOR ADMIN USE	
			G/L	Class

Total amount of check:

1/07 Mileage reimb = \$0.48 / mile

Special Instructions: (e.g. Mail check, give check to requester, etc) \_\_\_\_\_ Date entered in QB:

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