



### Advance Check Request

**Issue Check to:**

Name/Org: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount: \$ \_\_\_\_\_

*\*\* Attach invoice, flyer, brochure, etc.  
with cost/expense noted*

Date needed/Deadline: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check: \_\_\_\_\_ Shelter (109) \_\_\_\_\_ CBS (110) \_\_\_\_\_ Children's (105)  
\_\_\_\_\_ Civilian (107) \_\_\_\_\_ Legal (106) \_\_\_\_\_ Cmty Ed/Prevtn (108)  
\_\_\_\_\_ Admin (101) \_\_\_\_\_ FR/Devt. (104)

\_\_\_\_\_  
Requesting Employee signature date

\_\_\_\_\_  
Executive Director's signature date

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Funding Source: \_\_\_\_\_ DPH \_\_\_\_\_ VOCA CBS \_\_\_\_\_ VOCA Legal  
\_\_\_\_\_ VAWA) \_\_\_\_\_ grant/other \_\_\_\_\_

