



The Canine Agility Training Society, Inc.

Check Request Form

If more than one committee is being charged, separate the amounts and designate which committees below.
Where there is more than one option on the same line, circle the correct one.

Date: _____ Total amount of check: _____
 Make check payable to: _____
 Address: _____

Equipment		Miscellaneous (continued)	
Purchases - Agility Equipment		Donations (e.g. books, MHS)	
Repairs		Historian	
Shipping & Handling		Insurance	
Other		Other	
Event - Date & Venue:		Publicity	
Copying, Printing & Postage		Rent	
Dinners (e.g. group, catering)		MHS	
Judge		Multi-Event	
Airfare		Shipping & Handling	
Fees		Purchases - Equipment	
Food		Other	
Lodging		Newsletter	
Mileage (# of miles:)		Postage	
Supervision Fees		Production & Copying	
Other (gifts, etc.)		Other	
Other Transportation		Seminar	
Rentals (truck, tent, etc.)		Presenter Fees	
Ribbons		Site Fees	
Shipping & Handling		Other	
Site Fees (e.g. Keene Parks)		Social	
Steeplechase Payouts		Annual Meeting	
Trial Secretary		Halloween	
Venue Fees		New Member Party	
Workers		Pizza Runs	
Food Concession		Seminar Food	
Food Under Tent		Summer Post Event	
Other (e.g. raffle)		Other	
Other (e.g. Judge's Choice)		Special Projects	
Library		Training	
Membership - Welcome Packets, Decals & Other		Instructor Compensation	
Miscellaneous		Instructor Mileage (# of miles:)	
Administrative		Instructor Particip to Seminars	
Audit		Supplies & Copying	
Copies (for BOD, meetings, etc)		Other (e.g. video & cam)	
Fees (e.g. accountant, bank)		Other:	
Purchases			
Taxes			
Web Care			
Other			

Describe in detail what you purchased or paid for: _____

Authorized Signature: _____

Committee chairperson must sign prior to submission to the treasurer for payment.

Give or mail this to Kristen Flemming (PO Box 10022, Swanzey, NH 03446) with the appropriate receipts attached.

Date paid: _____
 (Form revised 01/27/2013)

Check #: _____