



RMBCC Check Requisition Request

Submit one form for each check

Please attach all original receipts with breakdown

Send To: Karen Deitke 7854 Ultra Dr. Colorado Springs, CO 80920

Your Name: _____ Date Submitted: _____

Total Amount: _____

Reason for Expense (provide details)	Amount	Date of Expense

Make Check Payable To: _____

Pre Approved? Yes _____

If you want RMBCC to mail the check to someone other than yourself, please provide mailing instructions:

For Treasurer's Use

Check Date _____ Check Number _____ Amount _____ Check paid to _____