



The Symphony Guild of Charlotte, Inc.

Check Request 2011-12

Date: Amount: \$
Submitted by: Tax: \$
Phone #: TOTAL: \$

MAKE PAYABLE TO:

Name:
Address:
City, State, Zip:
Purpose (in detail):

Approved by: _____
(Must be signed by Committee Chair or Officer)

APPROVED BILLS/RECEIPTS MUST BE ATTACHED FOR PAYMENT!

Please submit bills within 30 days of receipt or prior to May 15th.
Please contact Treasurer if you cannot do so.

Mail to Treasurer:
Jeannette Alvarado
c/o Symphony Guild
3412 Abbey Hill Lane
Charlotte, NC 28210

Fax: 704 544 8819 - **MUST** have Cover Sheet
Email: jalvarado@marandbuilders.com

Accounting Purposes

Revenue Budgeted: \$
Total Revenue Received: \$
Expenses Budgeted: \$
Total Expenses Paid:

Project/Committee:

Check #:
Date:
Check Amount: \$
Account #:

_____ Need Finance Committee Approval before next expense can be paid