



ಒಕ್ಕಲಿಗರ ಪರಿಷತ್ತು, ಅಮೇರಿಕ
Vokkaligara Parishat of America (VPA)
www.myvpa.org

(Regd: 1988, A not for profit cultural Organization TAX ID: 31-1529941)

VPA 2016-17 CHECK REQUEST

Date: _____

Amount Requested: \$ _____ *

*Sales tax included in the receipt _____

Payable to: _____

Check to be mailed to: _____

TREASURER'S USE ONLY

Check #: _____

Amount: _____

Date: _____

Initials: _____

Quickbooks: _____

Event: _____

Purpose: _____

Please give details for the check request and the accompanying invoice or bill:

(The check request cannot be reimbursed without an accompanying invoice/bill/receipt)

Requested by: _____
(Officer or Committee Member)

Approved by: _____
(President or Treasurer or Committee Chair)

Approved by: _____
(Second signature of an officer needed **if amount is greater than \$500**)

*Sales Tax Policy: VPA is exempt from paying Sales Tax on purchases for its use. Taxes are not reimbursed. If taxes were paid, explain.