

**For MCP Board Members Only:**

Date:

Date:

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# MCP Check Request Form

Requested by:

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Date of Request:

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Amount:

Check if this a reimbursement

Check if paying by MCP credit card

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**Reimbursements can be paid electronically or by mailed check via online bill pay. Email addresses are required for electronic payment. A valid mailing address is necessary for check payment. Paper checks can take 5 or more business days to be received.**

Receive Check by Mail:  
(Address Required)

Receive Payment Electronically:  
(Email Required)

Mailing or Email Address:

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Phone Number:

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Purpose:

Additional Notes:

Please complete all fields above and email to [info@madridculturalprojects.org](mailto:info@madridculturalprojects.org) with copy of receipt(s) if applicable. Save form with your initials and committee name and date at the end before sending. Let Treasurer know if you need help scanning invoice or receipts.