

For MCP Board Members Only:

Date:

Date:

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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Please note that most checks will be paid via online bill pay so the mailing address and phone number are required. Please allow at least 5 days for payment to be received. Should you require a faster response, please check box for pick up and note why under Additional Notes below.

Mail to or Pick up:

Pick up

OR

.....Mail

.....:

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Purpose:

Additional Notes:

Please complete all fields above and email to 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.