

Tucson Pima Collaboration To End Homelessness (TPCH) Check Request

Please Read - Important Notice Regarding Fiscal Responsibility

Per TPCH Operating Policies, all decisions regarding use of TPCH designated dollars must be decided upon by the TPCH voting membership after review by the TPCH Executive Committee; however, expenditures of funds up to \$100 can be decided upon at the discretion of three Executive Committee members.

Use a separate form for each payee.	
Receipts, invoices and/or other supporting documentation must be attached.	
First time payees must also submit a W-9 form.	
Requested by: _____	Date Prepared: _____
Date needed by: _____	Amount: \$ _____
Mail Check? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, contact: _____ Phone: _____

Make Check Payable to: _____
Address: _____
City, State & Zip: _____
Brief Description of Expenditure: _____

APPROVAL	
Committee Chair: _____	Date _____
TPCH Chair/Vice-Chair: _____	Date _____

FISCAL AGENT USE ONLY	
Account # : _____	_____