

Directions:

1. Click in the blue area next to each of the blank areas to fill them out.
2. Type in the requested information
3. Print the Check Request Form
4. Sign the Check Request Form
5. Submit the Check Request Form

ABERDEEN BOARD OF PARKS AND RECREATION

**CHECK REQUEST FORM**

PROGRAM: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Requested Amount \$ \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Mail Check To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

**Please attach all receipts, invoices, bills, etc. to this Check Request form**

All non-salary checks must be approved by the Aberdeen Board of Directors at a monthly meeting or via telephone/email poll by your liaison (Board member assigned to assist you). Your program's liaison may approve purchases up to \$500. Checks are written **each Wednesday** (except on holidays). **No action will be taken on unapproved requests by the Board \*\*\* NO REIMBURSEMENTS WITHOUT PRIOR APPROVAL\*\*\***

Bring completed Check Request form to a monthly meeting or mail to:  
Sarah Watt, P.O. Box 1177 Aberdeen, MD 21001  
(Scanned requests and invoices may be emailed to [aberdeenrectreasurer@gmail.com](mailto:aberdeenrectreasurer@gmail.com) )