



California Watercolor Association

Expense Report and Check Request

All check requests require supporting documentation and may be submitted via email or by US Postal service.

If submitting by email, check request form and supporting documentation and send to:

- the bookkeeper at cwabookkeeper@yahoo.com -
- the CWA Budget Director at budget@californiawatercolor.org and
- the Director in charge of your department

If submitting by US Postal Service, send this completed form along with the original receipts to CWA, PO Box 4631, Walnut Creek, CA 94596 Allow extra time for processing

Date:	Phone Number with area code:
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Your Name:

Street Address:

City, State & Zip:

Expense Details – Please show which Committee(s) to be Charged: California Shows, Membership/Programs, National Exhibition, Outreach, Workshops, Other (explain Other in comment area below)

Committee(s) to be charged	Nature of expense	Amount
Total Amount Requested		

If requesting check for someone else, please provide person's information below

Have you verified this address is correct?

Check Payable to:

Mailing Street Address:

City, State & Zip:

WHEN DO YOU NEED THIS CHECK SENT - (please check one or the check will not be processed)

OK To Mail Now OR Need Check by: _____

Give Requestor Check to handle themselves

HOLD and bring the check to me at _____

Comments: