

Lifetime Learning Institute Of Northern Virginia

Check/Payment Request

Committee or Project: _____ Date: _____

Submitted By: _____

Pay to:

Name: _____

Address: _____

For: *List individual Items or Services*

Attach all receipts, Credit card charges or contracts in support of items listed.

Amount \$

TOTAL

Note: Requests over \$2,000.00 must have approval by LLI President.

Approved: _____

Committee Chair, Board Member in charge or Course Coordinator.

Send top copy with receipts to LLI treasurer, retain bottom copy for your files.