

# MANHATTAN BEACH BADMINTON CLUB

P.O. Box 3339  
516 18th Street  
Manhattan Beach, CA 90266

## REQUEST FOR CHECK

<b>REQUEST DATE:</b>		<b>DATE NEEDED:</b>	
<b>PAYEE:</b>			
<b>ADDRESS:</b>			
<b>CITY/STATE/ZIP:</b>			
<b>SS# OR TAX I.D.#</b>		<b>INCORPORATED?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>CONTACT:</b>		<input type="checkbox"/> HOLD CHECK	<input type="checkbox"/> MAIL CHECK
<b>PHONE:</b>		<input type="checkbox"/> SPECIAL HANDLING--SEE BELOW:	
<b>FAX:</b>			

**CANNOT BE PROCESSED WITH INCOMPLETE INFORMATION  
PLEASE ATTACH ANY BACKUP  
PLEASE SUBMIT ORIGINAL INVOICE WHEN ITEMS ARE RECEIVED**

<input type="checkbox"/> PURCHASE <input type="checkbox"/> SERVICE <input type="checkbox"/> RENTAL <input type="checkbox"/> DEPOSIT	<b>IF RENTAL OR SERVICE, DATES:</b>	<b>FROM</b>	<b>TO</b>

DESCRIPTION	AMOUNT	ACCT USE ONLY

<b>TOTAL</b>	
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APPROVALS	SIGNATURES	DATE	ACCT USE ONLY
<b>REQUESTED BY:</b>			CHECK #
<b>BOARD/CHAIR:</b>			MANUAL/ONLINE
<b>TREASURER</b>			