



Booneslick Trail Quilters' Guild Check Request

Record of Check Executed: CHECK DATE: _____ CHECK # _____ CHECK AMOUNT: \$ _____
(ONLY TREASURER (OR CEO) FILL OUT BLANKS IN THIS BOX)

Date: _____ Amount: _____

Check Payable To: _____ Treasurer Mails Checks? Yes No

Purpose: _____

Check Requested By (Signature):- _____

*(Receipt **must** be attached to receive reimbursement. BTQG members are strongly encouraged to use the Guild's tax exempt letter when making purchases for the guild. If that is not possible, sales tax paid will be reimbursed.)*

Check Request Approved By (Signature): _____ Date: _____

(Approval signature of Chairperson or CEO is required)

Check a Budget Category to be charged

(IF the total check should be split among 2 or more categories, put the amounts to the right of the Categories.)

OPERATIONS

- ___ Administration
- ___ Annual Meeting
- ___ Contingency/Hospitality
- ___ General Fundraising
- ___ Quilt Show
- ___ Historian
- ___ Library
- ___ Membership (booklet, nametags, etc.)
- ___ Publications (Newsletter, etc.)
- ___ Historian
- ___ Service Projects

SPECIAL PROGRAMS

- ___ Special Speaker & Workshop
- ___ Winter Retreat
- ___ Other Events ,Ex. _____

DAY CHAPTER

- ___ Program
- ___ Rent
- ___ Sit & Sew
- ___ Setup
- ___ Other Expense
- Ex. _____

STARLIGHT CHAPTER

- ___ Program
- ___ Rent
- ___ Setup
- ___ Other Expense
- Ex. _____

MISCELLANEOUS

- ___ Other

Speaker Fees and Travel Expenses are paid by separate checks. Below, please amount for each check.

___ Speaker Fee \$ _____
 ___ Travel/Mileage (Use mileage calculation below) \$ _____

Mileage Calculation:

_____ Round Trip Mileage (as agreed upon by both parties signing the Speaker Contract, attached)
 \$ _____ Total Mileage Expense (Round Trip Mileage, above X \$0.67)

\$0.67 is the IRS Mileage Rate for 2024

[\(https://quickbooks.intuit.com/r/expenses/mileage-rates/#2021-irs-mileage-tax-rates/\)](https://quickbooks.intuit.com/r/expenses/mileage-rates/#2021-irs-mileage-tax-rates/)

Treasurer's Signature: _____ Date Form Received: _____

This document cannot be changed or altered without explicit permission of the BTQG Board of Directors.

(Last Revision Date: 7/1/2021)