



# Roanoke Regional Chamber Leadership Roanoke Valley Check Request Form

Date of request: \_\_\_\_\_

Check needed by: \_\_\_\_\_

\*The Chamber check request deadlines are the 10th and 25th of each month.

\*Plan five (5) business days to receive the check after the check request deadline.

Check amount: \$ \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\*Re-imbusement checks will only be mailed to home addresses

Purpose of check: \_\_\_\_\_

Select the Program to be charged:

- |                                                 |                                                |
|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Opening Breakfast      | <input type="checkbox"/> Retreat               |
| <input type="checkbox"/> Leadership Program     | <input type="checkbox"/> Networking Program    |
| <input type="checkbox"/> General Assembly Visit | <input type="checkbox"/> Graduation            |
| <input type="checkbox"/> Education              | <input type="checkbox"/> Regionalism           |
| <input type="checkbox"/> Economic Development   | <input type="checkbox"/> Environmental         |
|                                                 | <input type="checkbox"/> Community Involvement |

Submitted by: \_\_\_\_\_

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For Chamber Use Only

Approved by: \_\_\_\_\_

Budget No.: \_\_\_\_\_

Vendor No.: \_\_\_\_\_

Voucher No.: \_\_\_\_\_