



Bluff City Athletic Club, NFP

P.O Box 782
Alton, IL 62002

www.bluffcityathletics.com

BCAC Check Request Form

Checks are generated by the CPA on the 3rd Wednesday of each month after approved by treasurer. The payment check request form **MUST** be emailed to treasurer@bluffcityathletics.com no later than the last day of the month to ensure that the payment is available to be picked up by the 3rd Wednesday of the following month Board meeting. The following information is required for the requested payment to be processed:

Team / Function _____

Payee _____

Address (If known) _____

Contact (If known) _____

Contact # (If known) _____

Amount _____

Requested By _____

Accounting Use

Approved by _____

Class _____

Expense _____

Check # _____