

Roanoke Regional Chamber of Commerce  
Leadership Roanoke Valley Program  
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: \_\_\_\_\_

Program to be charged:

- |   |  |
|---|--|
| <input type="checkbox"/> Economic Development     | <input type="checkbox"/> Opening Breakfast     |
| <input type="checkbox"/> Environmental            | <input type="checkbox"/> Retreat               |
| <input type="checkbox"/> Education                | <input type="checkbox"/> Ropes Challenge       |
| <input type="checkbox"/> Local Government Affairs | <input type="checkbox"/> Leadership Program    |
| <input type="checkbox"/> Regionalism              | <input type="checkbox"/> General Assembly Trip |
|   | <input type="checkbox"/> Graduation            |

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

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For Chamber Use Only

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

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

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

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