

RMTA Check Request Form

Date of Request: _____

Event: _____

Category/Description	Amount
Total Expenses Incurred	

Please list all expenses incurred on behalf of RMTA and attach the related receipts to this form, or attach the invoice for any direct vendor payments.

Please mail the form, receipts, and invoices to:

Wesley Pollard
RMTA Treasurer
1673 New Haven Place
Glen Allen, VA 23059
wesley@rhapsodypiano.com

Signature: _____

Telephone: _____

Check payable to: _____

Address of payee: _____
