

South Texas Unit - The Herb Society of America
P.O. Box 6515, Houston, TX 77265-6515
Check Request for Expenses

To Submit electronically, scan receipts and this form.
Email to camerlocan@gmail.com

OR Mail to:

Virginia Camerlo
2119 Macarthur Street
Houston TX 77030

Amount of Check:		Date Requested:
Make Check Payable to:		
Address to Mail Check:		
City, State, Zip:		
STU Member Submitting Request:		
Telephone (if any questions):		
<i>If expenses submitted are for multiple purposes, please break out the individual costs and describe below.</i>		
Description:	Amount:	Event or Purpose of this Purchase:
Description:	Amount:	Event or Purpose of this Purchase:
Description:	Amount:	Event or Purpose of this Purchase:
Description:	Amount:	Event or Purpose of this Purchase:
For Treasurer's Use Below		
Check # Issued:		Date of Check:
Amount:		Account:
Amount:		Account:
Amount:		Account:
Amount:		Account:

***All check requests must be accompanied by appropriate receipts and/or
invoices to be considered for payment/reimbursement.***