



**Draw Check – Allohak Menewi Lodge # 57**

DATE OF REQUEST \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

RETURN CHECK TO \_\_\_\_\_

OR

MAIL CHECK DIRECT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THIS CHECK IS PAYMENT FOR: (LIST ITEMS OR SERVICES RECEIVED):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECEIPTS ATTACHED: YES NO – REASON? \_\_\_\_\_  
(IF APPLICABLE)

PLEASE SEE THE REVERSE SIDE FOR ACCOUNT DESCRIPTION

CHARGE ACCOUNT: \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

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CHARGE ACCOUNT: \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

CHARGE ACCOUNT: \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

DATE REQUEST RECEIVED IN OFFICE \_\_\_\_\_

**FOR ACCOUNTING  
DEPARTMENT USE  
ONLY**

FOOTED: \_\_\_\_\_ CROSSFOOTED: \_\_\_\_\_

DUE DATE: \_\_\_\_\_



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DUE DATE: \_\_\_\_\_

**ACCOUNT                      NEW DECRIPTION**

**1-2371- \_\_\_\_\_ -00**

<b>995</b>	<b>Operating Account</b>
<b>996</b>	<b>Lodge Activities</b>
<b>997</b>	<b>Ceremonial / Service Weekends</b>
<b>998</b>	<b>Trading Post</b>
<b>999</b>	<b>OA Section &amp; National Activities</b>

\*If you are unsure which accounts to charge please contact:  
Dan Lindh at 412-325-7964

\*As stated above these accounts are new, please disregard any old account descriptions.

Reimbursement Guidelines

Reimbursements submitted by 12:00PM Monday will be processed and mailed by Friday of the same week. Reimbursements submitted later than 12:00PM Monday will be processed and mailed by Friday of the following week.

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**1-2371- \_\_\_\_\_ -00**

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