



*Celebrating Language Immersion*

**MAIN** | Minnesota Advocates  
for Immersion Network

## Check Request Form

### Requester Fills in This Section

Date of request: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person requesting: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Amount of check \$ \_\_\_\_\_

Signature of requester: \_\_\_\_\_

Note: Please attach receipt(s) to this form. Pre-approval must be obtained on all purchases. Failure to obtain pre-approval may result in purchaser having to incur the expense(s). Signature of MAIN Senior Chair or Vice Chair is required for checks over \$200.00.

**Send check request form with receipt to Heidi Bernal, MAIN Treasurer, 1425 Minnehaha Ave. E. #600383, St. Paul, MN 55106 or scan and email to [mimmersion@gmail.com](mailto:mimmersion@gmail.com)**

**Signature of MAIN Chair if over \$200.00:** \_\_\_\_\_

### For Treasurer's Use Only:

Date issued: \_\_\_\_\_

Check Number: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_