

## **JSSPVA CHECK REQUEST FORM**

Please complete the following information. Submit 1 copy of this form to the Treasurer – all receipts should be attached to the request form. Please save a copy for your records also.

Mailing Address:	Contact Info:
Jennifer Martay	(C) 312-636-0575
19 Warwick Road	Jmartay@martaylaw.com
Winnetka, IL 60093	

REMEMBER: **SALES TAX CANNOT BE PAID OR REIMBURSED**  
Please use the JSSPVA Sales Tax Exemption Number **E9942-9187-01**

Today's Date: \_\_\_\_\_

Name to whom check should be made payable:

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip

Description of Item:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expense Total: \_\_\_\_\_

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

**Signature of Committee Chair**

Name of JSSPVA Committee

To be completed by Treasurer

Check Date \_\_\_\_\_ Check Number \_\_\_\_\_ Treasurer's Initials \_\_\_\_\_