

**Arcadia Music Club  
Check Request Form**

Today's Date:

Date Check Needed By:

Make Check Payable to:

In the Amount of: \$

Description:

Group to be charged:

(Band, Orchestra, Color Guard, Percussion, General)

Account to be charged (if known):

Mail check or return to requestor:

Person requesting check:

Phone Number:

Email:

Comments:

**Return via email to [rblack1@aol.com](mailto:rblack1@aol.com) or mail to: Ruth Black, Music Club Treasurer  
238 Hillgreen Place, Arcadia, CA 91006**

**Invoice\*or receipts *must* be provided before check will be released  
\*Please include *two* invoice copies if an invoice must be mailed with payment.**