

Zone Check Request Form



UNITED STATES

HUNTER JUMPER ASSOCIATION™

INSTRUCTIONS - COMPLETE ALL INFORMATION BELOW AND ATTACH INVOICES OR RECEIPTS TO SUPPORT DISBURSEMENT - INCOMPLETE INFORMATION, MISSING INVOICES OR MISSING APPROVAL SIGNATURE WILL DELAY PAYMENT

Zone Hunter / Jumper _____
(circle Hunter or Jumper)

Approval Signature _____
(zone chair or treasurer)

MAIL TO: ACCOUNTING DEPT., USHJA, 3870 CIGAR LANE, LEXINGTON KY 40511

Date Requested _____

Date Needed _____

Vendor Tax ID # _____

Amount _____

Vendor Name _____

Vendor Address _____

Vendor Telephone _____

DISBURSEMENT INFORMATION

Date of service or receipt of goods: _____

Description _____
(MUST AGREE TO ACTIVITY DESCRIPTION ON ZONE BUDGET FORM)

Comments _____

Accounting Department Use Only

Account Code _____

Approved By: _____

Date Paid _____

Check # _____