

South Texas Unit - The Herb Society of America
P.O. Box 6515, Houston, TX 77265-6515



Check Request

Mail to:
Benée Curtis
3510 Carnegie
Houston, TX 77005

Amount of Check:		Date Requested:	
Make Check Payable to:			
Address to Mail Check:			
City, State, Zip:			
STU Member Submitting Request:			
Telephone (if any questions):			
<i>If expenses submitted are for multiple purposes, please break out the individual costs and describe below.</i>			
Description:	Amount:	Event or Purpose of this Purchase:	
Description:	Amount:	Event or Purpose of this Purchase:	
Description:	Amount:	Event or Purpose of this Purchase:	
Description:	Amount:	Event or Purpose of this Purchase:	
For Treasurer's Use Below			
Check # Issued:		Date of Check:	
Amount:		Account:	
Amount:		Account:	
Amount:		Account:	
Amount:		Account:	

All check requests must be accompanied by appropriate receipts and/or invoices to be considered for payment/reimbursement.