

Virginia Memorial Quilt Project

CHECK REQUEST FORM
 COMPLETE THIS FORM AND MAIL IT TO
 DEBBIE ELAM, CHAIRMAN, AND ADVISORS OF VMQP,
 2621 LINBROOK DRIVE, RICHMOND, VA 23228

**ALL REQUEST FOR REIMBURSEMENT FOR MACHINE QUILTING OR FABRIC
 MUST BE APPROVED IN ADVANCE OF THE EXPENDITURE.**

Vendor Invoice #		
Date Of Check Request		
Make Check Payable To		
Address To Mail Check To		
Request For	<input type="checkbox"/> Machine Quilting <input type="checkbox"/> Fabric <input type="checkbox"/> Other	
If For Quilting: Size Of Quilt		
Colors In Quilt/Border Color		
Quilt Made By		
Design Quilter Used On Quilt		
Amount Of Request	\$	
Initials Of Approval & Date(s) Of VMQP Admin.		
Check #		
Check Date		
Date Check Mailed		

VMQP ADMIN NOTES:
