

MAYOR
Jason Buelterman

CITY COUNCIL
Shirley Sessions, Mayor Pro Tem
Wanda D. Doyle
Bill Garbett
Frank Schuman, Sr.
Kathryn Williams
Paul Wolff



CITY MANAGER
Diane Schleicher

CLERK OF COUNCIL
Vivian O. Woods

CITY ATTORNEY
Edward M. Hughes

CITY OF TYBEE ISLAND

CHECK REQUEST and AUDIT FORM

This form is to be completed and submitted to Finance to obtain the funds for your organization that were approved by Council in the budgeting process and to provide feedback to the city on your project.

Date: _____

Name, address & contact number of Organization/Person requesting the check:

Is this request prior to or after the funds have been spent? _____

Check amount requested: _____

If this check is being requested prior to funds being spent, please attach a detailed budget showing how the check will be spent. You must acknowledge that the receipts for these expenditures must be turned in to the Finance Department within 10 days after the event date.

If this check is being requested after the funds have been spent, please attach receipts equaling the amount of the check request.

I swear that the check being requesting is for the purposes as shown in the attached budget. I further swear that I will return the receipts or this amount to the Finance Office at the City of Tybee Island within 10 days of the conclusion of the event/program/purchase.

Signed _____ Date: _____