

**CANOA SECA ESTATES II, Inc.**  
**3800 S. via del Tejedor**  
**Green Valley, AZ 85622**

**REQUEST FOR CHECK**

Person and/or Group Requesting Check: \_\_\_\_\_

Title of Requestor: \_\_\_\_\_

Reason for Check or Reimbursement: \_\_\_\_\_

Amount requested:        \$                                &                                cents

Pay to: \_\_\_\_\_  
print

Date Needed: \_\_\_\_\_

Give check to Requestor? \_\_\_\_\_

Treasurer mails check? \_\_\_\_\_

Address \_\_\_\_\_  
print  
\_\_\_\_\_

*For Treasurer Use Only*

Date check written: \_\_\_\_\_ Check number: \_\_\_\_\_

Check against committee: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

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**CASH RECEIPT**

Received from: \_\_\_\_\_

Dollars: \_\_\_\_\_ Cents: \_\_\_\_\_

From (Event): \_\_\_\_\_

As follows:

Checks: \$ \_\_\_\_\_

Cash: \$ \_\_\_\_\_

Coin: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Verification:      Treasurer      \_\_\_\_\_

Member      \_\_\_\_\_

Date: \_\_\_\_\_

Note:      A copy of this receipt is given to the member.  
            The treasurer retains the original for HOA records