



## NAIFA-SC Check Request

**Instructions:** Please complete the following form. Once completed, submit to Ashley Hunter at [ahunter@mpastrategies.com](mailto:ahunter@mpastrategies.com) or mail to NAIFA-SC, PO Box 1502, Columbia, SC 29202. This form will be filed with the copy of the original check and subject to audit. Please attach a copy of all original receipts.

Date of Request: \_\_\_\_\_

Requested By: \_\_\_\_\_ Email: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Budget Item: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Budget Item: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Budget Item: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Total: \_\_\_\_\_

Mileage: \_\_\_\_\_ number of miles x .25 =

Please attach a copy of map detailing the number of miles driven. Reimbursements not allocated for trips that are less than 50 miles.