



**Gainesville Fine Arts Association**  
Box 35-7007 • Gainesville, FL 32635

### ADVANCE CHECK REQUEST

Payee \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Amount \$ \_\_\_\_\_

Charge to Program/Committee/Event:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Description of Expenditure

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions for Delivery of Check(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_