

**TEXAS ASSOCIATION OF LEGAL PROFESSIONALS**  
**CHECK REQUISITION**

INSTRUCTIONS: Forward the original and one copy with attached receipts or other pertinent information to the Texas ALP President for approval. Retain a copy for your file.

Date Submitted	Office/Committee	Your Name
Expense Date	Expense Description	Amount
<b>TOTAL:</b>		

Make check payable to:
Mail check to:

FOR PRESIDENT'S USE ONLY	
DATE RECEIVED	
BUDGET ITEM CHARGED	
DATE APPROVED	
PRESIDENT'S SIGNATURE	
FOR TREASURER'S USE ONLY	
PAID BY CHECK NUMBER	
DATE/TREASURER'S INITIALS	