

2023 – 2024

Junior League of St. Joseph

Check Request Form

- Remember that we are tax-exempt when making purchases.
- This form must be turned in for you to be issued a check.
- You must attach all receipts, invoices or other proof of purchase to this form.

Date of request: _____ Amount: _____

Payable to: _____

Mailing address: _____

Budget Line item to charge: _____

Check Memo (if applicable): _____

How purchase will be used:

After attaching receipts, invoices, etc. submit this form one of the following ways:

Mail: Junior League of St. Joseph, P.O. Box 8191, St. Joseph, MO 64508

E-mail: tlmagee38@outlook.com

Hand-Deliver: Traci Magee

Questions?

Call or Text Traci Magee at (816) 351-2532