

Instructions: Submit this form along with the manual check request for entertainment expenses. Complete in full including the address. Failure to fully complete the form will delay processing of payment to the entertainer.

COMMUNITY: _____

DATE ENTERTAINMENT WAS PERFORMED: _____

NAME OF ENTERTAINMENT: _____

DESCRIPTION OF ENTERTAINMENT: _____

AMOUNT: \$ _____

GL# _____

PAYEE INFORMATION

NAME	FIRST	MIDDLE	LAST
ADDRESS	STREET ADDRESS		
	CITY	STATE	ZIP