

Check Request Form

Use a separate form for each payee.

Receipts, invoices and/or other supporting documentation must be attached.

Make check payable to: Karen Newton Cole

# of Items	Use of Funds	Amount Requested:
2	Pier Diem for ITC LSC 2024 Conference Jan.30 th - Feb 2nd (\$69 x 2 full days - Jan.31st and Feb.1st)	\$138
2	\$51.75 x 2 travel days - Jan.30th and Feb.2nd	\$103.50
	Total	\$241.50

If check is to be mailed, where should it be sent?

Address:

City: State: Zip:

Signature: Date:

Karen Newton Cole

03/14/2024

Management Approval:

G/L Account _____ Funding Code _____

Program _____ Class _____

Approval Signature 
Amy Neuhardt (Mar 15, 2024 10:58 EDT)

Date 15/03/2024






KNC Per Diem LSC Conference 2024

Final Audit Report

2024-03-14

Created:	2024-03-14
By:	Tyra Aikens (taikens@nlsp.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAABKBDVEZ3QY5Rghcq3gMccNx7TnT1Pna1p

"KNC Per Diem LSC Conference 2024" History

-  Document created by Tyra Aikens (taikens@nlsp.org)
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-  Document emailed to Karen Newton Cole (KNewtonCole@nlsp.org) for signature
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Karen Newton Cole LSC Conference Per Diem 241.50

Final Audit Report

2024-03-15

Created:	2024-03-15
By:	Tyra Aikens (taikens@nlsp.org)
Status:	Signed
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"Karen Newton Cole LSC Conference Per Diem 241.50" History

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