

The Ink People Center for the Arts

Name of Program:	Amount:
Today's Date:	Use of Funds:
Date Needed:	
Name and Address on Check:	
Call When Ready:	Requested by:
Mail <input type="checkbox"/> Pick up <input type="checkbox"/>	Authorized by:

Note: Receipts or invoices should be included if applicable. All check requests should be submitted at least 7 days before needed. A W-9 must be on file for all contracted laborers, vendors, or freelancers before a check may be issued. Please submit forms to the Ink People offices or email to inkers@inkpeople.org