

2011-12 Community Arts Reach Check Requisition Form



Submit to: VP for Education and Community Programs, United Arts Council,
110 S Blount St, Raleigh, NC 27601 Fax: 919.839.6002 E-mail: gzehr@unitedarts.org

Date request submitted: _____ **Amount Due:** _____

Check made out to: _____

Address: _____

Social Security #: _____ **OR Federal ID #:** _____

(United Arts must have a Social Security or Federal Tax ID# before payment can be made.)

Submitted By: _____ Municipality: _____

Mail payment to (check one): Address above Submitter (municipality)

Check should be mailed to be received by: _____

(Please refer to United Arts check writing schedule)

ATTACH COPIES OF INVOICES, CONTRACTS AND/OR RECEIPTS

Description (Please include date of event and whether the artist or 50% or more of the artists in a group are African American, Asian American, Hispanic/Latino or Native American):

If confirmation of payment being made is needed, send to: _____
(confirmation may be faxed or emailed)

SECTION BELOW TO BE COMPLETED BY UNITED ARTS COUNCIL

Approved By: _____

Charge to the following account(s):

ACCOUN	DEPARTMENT	AMOUNT	ACCOUNT NAME
2016	300		Community Arts Reach Payable