

CHECK REQUEST

SWEA Washington DC Treasurer
House of Sweden
2900 K Street NW #503
Washington DC 20007

SWEA Washington DC accepts checks requests up to 30 days after the date of purchase. Any check request submitted after that time frame will be declined.

Payee: _____

Street: _____

City/Zip: _____

Event/Account: _____

Date of purchase: _____

Requested by: _____

Detailed Description of Expenses:

Total Amount Requested: _____

For Internal Use Only

Date paid: _____ Check No.: _____