



Benjamin Bryson, Treasurer  
**CHECK REQUEST**

Requested by:

Date:

Payable to:

Amount:

Mailing Address:

Address 2:

Address 3:

City:

State:

Zip:

Purpose:

Charge to Budget Line (if known):

Send completed form to:

Benjamin Bryson  
Marshes of Glynn Libraries  
208 Gloucester Street  
Brunswick, GA 31520

[bbryson@glynncounty-ga.gov](mailto:bbryson@glynncounty-ga.gov)

(912) 279-3735 Phone

Include all pertinent receipts, documentations, explanations, etc. Send the originals and keep a copy for your records. Check requests will be processed promptly. We will contact you if we need further information.

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(Official Use Only)

Charge to: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Approved by President: \_\_\_\_\_ Date: \_\_\_\_\_

Paid with check number: \_\_\_\_\_ Check Date: \_\_\_\_\_