



## CHECK REQUEST FORM

DATE	9/13/2021
AMOUNT	\$98.44
PAYABLE TO	Amanda Lewis

CHECK DETAIL	
REASON FOR CHECK REQUEST:	MAILING INSTRUCTIONS
Bought lunch for Mayor George, City Manager and Charles	NAME _____
SPECIAL INSTRUCTIONS	ADDRESS _____
Mail Check	CITY _____
	STATE _____ ZIP CODE _____

ITEM DESCRIPTION	GENERAL LEDGER ACCOUNT NUMBER	AMOUNT PER ITEM
Bought lunch for Mayor George, City Manager and Charles	01-1016-5267	\$98.44
		\$98.44

APPROVAL INFORMATION	FOR ACCOUNTING USE ONLY
REQUESTED BY _____ Megan Killingsworth DEPT HEAD APPROVAL <i>Charles W. Daniels</i>	DATE ENTERED: _____
	INITIALS: _____

SEP 14 2021

01-1016-5267

Lunch with  
Mayor George,  
City Manager  
&  
Charles

Saltgrass Steakhouse  
18680 I-635  
Mesquite, TX 75150  
(972) 270-5200

Server: COMIYON  
12:41 PM  
Table 82/1

DOB: 08/27/2021  
08/27/2021  
8/80007

SALE

Visa 4194314  
Card #XXXXXXXXXXXX1438  
Magnetic card present: LEWIS/AMANDA S

Card Entry Method: S

Approval: 016312

Amount: \$82.94

+ Tip: 16.00

= Balance Due: 98.94

I agree to pay the above  
total amount according to the  
card issuer agreement.

x Amadeij

A suggested gratuity of 15% - 20%  
is customary. The amount of  
gratuity is always discretionary.

Guest Copy