



## Office of Business and Tourism

107 S Cascade Ave  
 Montrose, CO 81401  
 970.497.8500

### MONTROSE BUCKS REQUEST

Requested By: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Purpose/Check Memo: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Denominations of each: \$5's = \_\_\_\_\_ \$20's = \_\_\_\_\_

\$10's = \_\_\_\_\_ \$25's = \_\_\_\_\_

Approved by customer: \_\_\_\_\_  
*Signature* *Date*

Approved by (authorized OBT staff): \_\_\_\_\_  
*Signature* *Date*

Please e-mail to [stacey@visitmontrose.com](mailto:stacey@visitmontrose.com)

Issued Bucks received from Finance by (OBT staff): \_\_\_\_\_  
*Signature* *Date*

Montrose Bucks Received By Customer: \_\_\_\_\_  
*Signature* *Date*

Form of payment  Check # \_\_\_\_\_  Cash  Internal (see below)

Remit Payment To: City of Montrose

***Requests received by Wednesday will be issued on Friday of that week, unless otherwise specified.***

#### Administrative Use Only

Montrose Bucks Issue Date: \_\_\_\_\_ Montrose Bucks Check Numbers: \_\_\_\_\_

Direct Purchase: 001-1785

Special Event GL# \_\_\_\_\_ Activity # \_\_\_\_\_

Promotional: GL#: 200-6050-358-000 start date \_\_\_\_\_ exp date \_\_\_\_\_ Activity # \_\_\_\_\_

Other - GL #: \_\_\_\_\_ Activity # \_\_\_\_\_

GL Memo: \_\_\_\_\_

***Thank you for supporting Montrose businesses with your Montrose Bucks purchase!***