

Check Request

Your Booster Club Organization

YOUR NAME:		CONTACT PHONE:		
TYPE OF ACTIVITY/PROJECT/CATEGORY:				
DATE SUBMITTED: / /	DATE REQUESTED: / /	DATE MAILED: / /		
REASON FOR CHECK:				
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET		or	<input type="checkbox"/> APPROVED AT MEETING (DATE: / /)	
CHECK PAYABLE TO:		AMOUNT: \$		
FULL ADDRESS: (Address of payee – if no bill is attached)				

If this is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail it.

APPROVED BY (BOOSTER OFFICER):	DATE: / /
APPROVED BY (BOOSTER OFFICER):	DATE: / /

For Treasurer's Use Only:

Activity/Category: _____ Check #: _____ Date: _____ Recorded: _____