



## CHECK REQUEST FORM FOR ATHLETIC BOOSTER CLUB

Date of Request \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Make Check Payable to \_\_\_\_\_

Address \_\_\_\_\_

Check Amount \$ \_\_\_\_\_

Description of Purchase \_\_\_\_\_

\_\_\_\_\_

Name of Sport Requesting Check \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

All receipts MUST be attached to this form if items have already been purchased. If purchase has been approved but not yet made, please submit receipts to treasurer within 5 days.

### ADMINISTRATIVE TREASURER'S USE ONLY

Date \_\_\_\_\_ Check # \_\_\_\_\_ Check Amount \_\_\_\_\_

Approved By \_\_\_\_\_ Treasurer Signature \_\_\_\_\_