

CLEAR BROOK BAND BOOSTER CLUB CHECK REQUEST FORM



PAYEE: _____

Address: _____

TODAY'S DATE: _____

INVOICE #: _____

DATE NEEDED: _____

Request By: _____

Phone: _____

DELIVERY METHOD: Mail check? _____ To Requestor? _____

To Payee? _____

Other: _____

HAVE YOU ATTACHED ITEMIZED RECEIPTS? _____

REIMBURSE SALES TAXES? _____

Place of Purchase	Purpose	Item(s)	Amount
PLEASE ATTACH ALL DOCUMENTS SUPPORTING THESE TOTALS			GRAND TOTAL

BUDGET CATEGORY, choose below or explain here: _____

- | | | |
|--------------------|----------------------|-----------------------|
| Admin _____ | EOY Concert _____ | Equip Orders _____ |
| Fundraising _____ | Fall Dinner _____ | Memory Bk _____ |
| Promotional _____ | Fam Social _____ | Lunch Sales _____ |
| Band Council _____ | Garage Sale _____ | Props _____ |
| WDL Expense _____ | Holiday Mkt _____ | Travel Meals _____ |
| Winter Guard _____ | Mattress Fund. _____ | Truck & Trailer _____ |

FOR TREASURER'S USE ONLY

Chk Req rcvd on: _____	Check No: _____
Chk mailed: _____	Check Amt: _____
Delivered to: _____	Chk Dated: _____
	Entered _____