

CLEAR BROOK BAND BOOSTER CLUB CHECK REQUEST FORM



PAYEE: _____

ADDRESS: _____ TODAY'S DATE: _____

INVOICE #: _____ DATE NEEDED: _____

REQUESTED BY: _____ PHONE: _____

DELIVERY METHOD: Mail check? _____ To Requestor? _____ To Payee? _____
 Other: _____

Place of Purchase	Purpose	Item(s)	Amount
SALES TAX WILL NOT BE REIMBURSED UNLESS PRE-APPROVED			
PLEASE ATTACH ALL DOCUMENTS SUPPORTING THESE TOTALS		GRAND TOTAL:	

BUDGET CATEGORY, choose below or explain here: _____

Equipment _____	Props _____	Music _____
Travel Meals _____	Drill _____	Recruiting _____
DCI _____	CG Uniforms _____	Truck/Trailer _____
Director Admin _____	Contest Entry _____	Promotional _____
Staff Dev _____	Marching Support _____	Fundraising _____
Booster Admin _____	Concert _____	Winter Guard _____
Petty Cash _____	Leadership/SASI _____	Winter Drumline _____
Private Lessons _____	BOA _____	Band Council _____
Awards _____	BOA Charter Tips _____	Jazz Band _____

FOR TREASURER'S USE ONLY

Check Number: _____ Check Amount: _____ Check Dated: _____

Delivered to: _____ Date Entered: _____