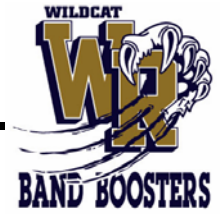


# West Ranch High School Band Boosters



26255 WEST VALENCIA BLVD. • STEVENSON RANCH, CA • 91381

Phone: 661.222.1220x646 • Fax: 661.290-2676

www.westranchmusic.com • boosters@westranchmusic.com

## CHECK REQUEST FORM

Date \_\_\_\_\_

Make check payable to: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

For the amount of: \_\_\_\_\_

Budget line item: \_\_\_\_\_

Reason for request of funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Band Director Signature: \_\_\_\_\_

Band Booster Board Member Signature: \_\_\_\_\_

Check Request: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

If the check request was not approved, the reason is:

\_\_\_ Original receipt/invoice not attached

\_\_\_ Budgeted funds expended

\_\_\_ Funds not available

\_\_\_ Item/service needs booster approval

\_\_\_ Other: \_\_\_\_\_

### FOR OFFICE USE ONLY

#### DELIVERY METHOD – Check one

- Expense Pre-Approved in Budget
- Expense Approved by Executive Board on: \_\_\_\_\_
- Expense Approved by Full Membership on: \_\_\_\_\_

\_\_\_\_\_   
 Check Number

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Amount