

# West Ranch High School Band Boosters



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## CHECK REQUEST FORM

Phone number: \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

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

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

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

Band Director Initials: \_\_\_\_\_

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

If the check request was not approved, the reason is (please mark with an "X"):

\_\_\_\_\_ 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: \_\_\_\_\_

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

\_\_\_\_\_

Check Number

\_\_\_\_\_

Date

\_\_\_\_\_

Amount