



Check Request Form

*Please email this completed form and all applicable receipts to treasurer.brandonbandbooster@gmail.com

1 To whom is the check to be written

Name _____

2 Purpose (what is/was the money spent for?)

3 Date the check is needed _____

Total Amount Due _____

Date this form was submitted _____

*Total amount due MUST match receipts attached

4 Contact details of the person submitting this form

Name _____

Phone _____

Signature _____

5 Approved by _____

(If the form is submitted by the Committee Chairperson, it must be approved by an Executive Officer)

6 Attach receipts to the back of this form

7 Please indicate the budget which is to be charged

FUNDRAISER

- ☐ Fall Fundraiser
- ☐ Spring Fundraiser
- ☐ Other _____
- ☐ Other _____

SERVICES

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

ADMINISTRATION

- ☐ Postage
- ☐ Photocopies
- ☐ Office Supplies

OTHER

- ☐ _____
- ☐ _____
- ☐ _____

For Treasurer's Use Only:

Check # _____ Date _____ Amount \$ _____