

Lady Raider Basketball Booster Club

Check Request Form

Please submit check requests to Club Treasurer prior to Booster Club meetings on the first Monday of each month. Check requests will be approved at the meetings, and checks will be issued at that time. Thank you for your cooperation.

Date of Check Request: _____

Person Requesting Check: _____

Check purpose (check one box):

- Reimbursement for Recent Purchases – Receipt(s) attached.
- Direct Purchase – Invoice attached.

Check payable to:

Name: _____

Address: _____

Items to be Paid or Reimbursed

Costs

| | |
|----------|-------------|
| 1. _____ | 1. \$ _____ |
| 2. _____ | 2. \$ _____ |
| 3. _____ | 3. \$ _____ |
| 4. _____ | 4. \$ _____ |
| 5. _____ | 5. \$ _____ |
| 6. _____ | 6. \$ _____ |

Total Amount for Check: \$ _____

Budget Line to Debit: _____

Treasurer Only

Check Number: _____ Date: _____