

# CLEAR BROOK BAND BOOSTER CLUB CHECK REQUEST

Payable to: \_\_\_\_\_ Date Needed: \_\_\_\_\_

address: \_\_\_\_\_

invoice #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Requested By: \_\_\_\_\_

Date \_\_\_\_\_

delivery method (*circle*):      mail      deliver to requestor      deliver to payee  
 other: \_\_\_\_\_

*I have attached an ITEMIZED RECEIT FOR ALL PURCHASES*

Item	Place of Purchase	Purpose	Amount
<b><u>PLEASE ATTACH ALL DOCUMENTATION TO THE BACK</u></b>			<b><u>TOTAL</u></b>

*please circle appropriate budget classification:*

- |                          |                   |                     |
|--------------------------|-------------------|---------------------|
| Marching/Concert Support | Administration    | Fall Dinner         |
| Staff Development        | Misc              | Travel Meals/Drinks |
| Recruiting               | Fundraising       | Family Social       |
| Band Equipment           | Promotional Items | Equipment Orders    |
| Truck/Trailer            | Memory Books      | Band Council        |

**TREASURER'S USE ONLY**

date rcvd: \_\_\_\_\_ date paid: \_\_\_\_\_

Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

mailed      delivered to payee      delivered to requestor      other