

effective beginning June 1, 2017

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

Item	Place of Purchase	Purpose	Amount
<b><u>PLEASE ATTACH ALL DOCUMENTATION TO THE BACK</u></b>			<b><u>TOTAL</u></b>
			<b>\$0.00</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*