

PHS GIRLS SOCCER BOOSTER CLUB

Check Request Form

For Payment or Reimbursement of Purchases Made on Behalf of Club

Make Check Payable To:

Name: _____

Address: _____ Phone: _____

Explanation of Expense(s): (For example, food for snack stand, supplies for banquet, etc. Please attach receipts or invoices to this form)

_____ Amount: _____

_____ Amount: _____

_____ Amount: _____

_____ Amount: _____

TOTAL CHECK AMOUNT: _____

Special Instructions (Due dates, etc.): _____

Requestor would like payment: (check one)

Handed to Payee at next function Mailed to Payee Call when ready

Requested By: _____ **Date Requested:** _____

(Please Sign and Print Name)

Approved By: _____ **Date Approved:** _____

(Please Sign and Print Name)

1. A Check Request Form is required for all expenditures.
2. Approval must be made by an Officer of the Club.
3. Supporting documentation must be attached (invoice, receipts, etc.).
4. Please separate different TYPES of expenditures (spirit wear, snack stand, banquet, social events, etc.), and be as concise as possible with explanations.
5. Give or mail completed form with attachments to current Treasurer:

Brett Reightler
2431 Bellview Rd
Schnecksville, PA 18078