



**WESTSIDE HIGH BOOSTER CLUB  
CHECK REQUEST FORM**

**REQUESTER COMPLETES SECTION BELOW:**

Date of Request: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Requester's Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requester: \_\_\_\_\_

**Note: If item has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipt(s) as soon as possible after purchase. Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses. Signature of the Westside High Booster Club President is required before treasurer will issue check.**

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR TREASURER'S USE ONLY</b>	
Date Check Issued: _____	Check Number: _____
Charged To What Budget Item: _____	
Comments: _____	
_____	
Treasurer's Signature: _____	