

# NORTH FARMINGTON High School BAND & ORCHESTRA BOOSTERS

## CHECK REQUEST

- Please print all information.
- Attach receipt(s) for expenses paid personally – include a note if receipts are not available.
- Complete mailing address only if check is to be sent via U.S. mail.
- A check will be sent to you if a self-addressed envelope is attached.
- Approvals of director or officer and treasurer are both required
- Either submit by mail to treasurer or deposit in the Booster Box in the band room.

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

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Description, Date of event (if applicable), Expense Category/Account	Dollar Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL:</b>	_____

Director/Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

For Treasurer records: Check Number: \_\_\_\_\_ Date: \_\_\_\_\_