



CHECK REQUEST FORM

Sport _____

Team: (circle one) Middle School Club WBHS

ALL RECEIPTS MUST BE PROVIDED

PURPOSE OF PAYMENT: (MUST circle ONE)

League Fees

Team Meals/Snacks

Supplies

Invite

Team Travel

Banquet/Gifts

Special Event

Uniforms/Team Wear

Player Awards

Fundraising/Donations

Equipment

Officials

Misc. (be specific): _____

CHECK PAYABLE TO: _____

AMOUNT: \$ _____

METHOD OF RETRIEVAL:

Mail Check to: _____

Pick Up In Athletics by _____

Backup/Receipts Attached

Notes: _____

SUBMITTED BY: _____

(Name - PRINTED clearly)

COACH: _____

(Name - PRINTED clearly)

Account # _____

Office Use Only

FOR OFFICE USE ONLY

<i>Business Plus</i>

<i>Reconciled</i>