



**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.

President Approval: _____ Date: _____

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