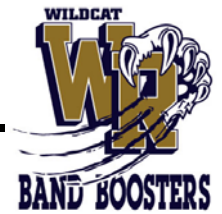


West Ranch High School Band Boosters



26255 WEST VALENCIA BLVD. • STEVENSON RANCH, CA • 91381

Phone: 661.222.1220x646 • Fax: 661.290-2676

www.westranchmusic.com • boosters@westranchmusic.com

CHECK REQUEST FORM

Date _____

Make check payable to: _____

Address: _____

City, State, ZIP: _____

For the amount of: _____

Budget line item: _____

Reason for request of funds: _____

Band Director Initials: _____

Check Request: _____ Approved: _____ Not Approved

If the check request was not approved, the reason is (please mark with an "X"):

_____ Original receipt/invoice not attached	_____ Budgeted funds expended
_____ Funds not available	_____ Item/service needs booster approval
_____ Other:	

FOR OFFICE USE ONLY

DELIVERY METHOD – Check one

- Expense Pre-Approved in Budget
 - Expense Approved by Executive Board
- on: _____

Band Booster Board Member Signature: _____

Check Number

Date

Amount