

CHECK REQUEST			
JORDAN HIGH SCHOOL ATHLETIC BOOSTER CLUB			
<i>Use this form to request a check to be cut from your team's Booster Club account.</i>			
<i>Approval from the Coach and the AD required.</i>			
<i>Allow one week for processing.</i>			
DATE OF CHECK REQUEST:			
SPORT:		COACH:	
Make Check Payable to:			
(NAME)			
AMOUNT OF CHECK		INVOICE	Yes/NO
PURPOSE OF EXPENDITURE			
Description			
<i>Provide backup information when possible</i>			
Date Check needed by:			
Deliver Check To:			
Name			
Full Address			
<i>Check will be mailed to above address unless other instructions are provided.</i>			
Requested By:			
		Coach's Signature	Date
Approved By:			
		Athletic Director's Signature	Date
TO BE COMPLETED by ABC Treasurer			
Check number		Check date	
Delivered to		Via	