



Alonso High School

Booster Club Check Request Form

To the Treasurer of Alonso High School Booster Club:

Please prepare a check in the amount of: \$ _____

Any amount greater than \$300 must be pre-approved and signed by Ms. Omensetter below

Payable To: _____

Please mail check to address on invoice _____ Please return check to me _____

Charge To (sport or category): _____

Attach all receipts and include explanation in space below.

If more than one sport or category is reimbursing a single receipt, please explain below.

Requests without BOTH explanation and receipts will be returned for resubmission.

Please keep a copy for your records.

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Any amount greater than \$300 must be signed by Ms. Omensetter here

For Treasurer Use Only:

Budget Category 1: _____ Amount: _____

Budget Category 2: _____ Amount: _____

Budget Category 3: _____ Amount: _____

Total: _____

Check Number: _____ Date Paid: _____