



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 Mr. Warner 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 Mr. Warner here

For Treasurer Use Only:

Budget Category 1: _____	Amount: _____
Budget Category 2: _____	Amount: _____
Budget Category 3: _____	Amount: _____
	Total: _____
Check Number: _____	Date Paid: _____