



CHECK REQUEST
Invoice & Expense Report Processing/Coding Form

Date: _____ Amount of Check/Payment: _____ Dukes Credit Card Purchase
 YES NO

Check Payable to: _____

Nature of Disbursement _____

Approved By: _____ Print Name _____ Signature _____

Account Name	Description	\$Amount
Football Equipment		
Football Uniforms		
Cheer Equipment and Music		
Cheer Uniforms		
Apparel		
Dances		
Golf Outing		
Raffle		
Concessions Expense		
Office Supplies		
Printing Services		
Field Maintenance		
Referees		
Game Day Expense		
Post Season		
Bon Fire/Family Fun Day		
Other:		
Other:		

TOTAL

* * * * FOR ACCOUNTING PURPOSES ONLY * * * *

Invoice Number: _____ Invoice Date: ____/____/____ Invoice Total: _____

Check # _____ Date: ____/____/____ Prepared By: _____ Input By: _____ Approved By: _____