

PINE-RICHLAND BOYS BASKETBALL BOOSTERS

Check Request Form

Date: _____
Committee: _____
Name: _____
Email: _____
Phone: _____

Delivery of Check:
 Pick up at next game or meeting.
 Mail to address specified below.
 Other (please note below).

Procedures:

Attach invoice to the back of this sheet if applicable.

Place this completed form and invoice in an envelope and give to the Treasurer or President. Also, PDF versions of all documentaiton that are emailed to Treasurer are acceptable.

Please photocopy your request and invoice for your own records.

Checks will be disbursed within 10 days of receipt.

Description of Check Request:

Amount of Check Request:

\$ _____

Name that Check should be made out to:

Address for Check to be sent to (if applicable):
