



Saratoga Music Boosters

Check Request Form



<u>Expense Information</u>	Amount*:	
	Payable To (Name):	
	Address:	
	City, ST, Zip:	
	Action (Circle One):	Mail To Requestor / Mail To Vendor
<u>Accounting Info</u>	Debit to Acct:	
	Purpose of Expense:	
	Description of Items**:	
	Contd.:	
	Contd.:	
<u>Dates</u>	Check Request Date:	
	Check needed by:	
<u>Signatures</u>	Requested by:	
	Authorized by:	
		Area below for use by Treasurer only.
<u>Treasurer</u>	Check Number:	
	Written on:	
	Sent To:	
	Sent Date:	

* Please remember to attach receipts for your expenses.

** Include details of purchases such as size and quantity, whenever applicable. This information is useful for planning in future years.