

**BOOKER T. WASHINGTON
SWIM BOOSTER CLUB
CHECK REQUEST FORM**

Date of Request _____

Person Requesting _____

Make Check Payable to _____
or See Below for Cash

Amount \$ _____

Purpose _____

Signature of Requester _____

Note: If item has already been purchased, please attach receipts to this form.
Otherwise, provide receipt(s) as soon as possible after purchase.

Cash Bank Request

Event _____

Date Needed _____

\$ _____ 20's \$ _____ 10's \$ _____ 5's \$ _____ 1's

FOR TREASURER'S USE ONLY

Date Issued _____ Check Number _____

Charged to what budget item _____

Comments _____

Treasurer's Signature _____