

NORTH GWINNETT *cheerleading* HIGH SCHOOL

CHECK REQUEST FORM

Section I

Amount requested: \$ _____ Date of Request: _____

Person requesting check: _____

Purpose for funds: _____

Date of event: _____

Original Receipts (circle one): Attached To come* N/A

*Note: If an item has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipt(s) as soon as possible after purchase. Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expense.

Section II – THIS SECTION MUST BE COMPLETED IN FULL

Check should be made out to (please print):

Name: _____

Address: _____

Telephone Number: _____

Email address: _____

Circle one: Mail Pick up

_____ **FOR TREASURER USE ONLY** _____

Approved by: _____ Date: _____

Seconded by: _____ Date: _____

Check Number: _____

Date Issued: _____

ACCOUNT: _____ Date entered: _____