



# CHECK REQUEST FORM

Submit form to the

Boosters Treasurer with copies of receipts  
to [treasurer@gsboosters.org](mailto:treasurer@gsboosters.org)

Please attach a receipt for all purchases  
(photocopies are acceptable)

## CHECK REQUESTED BY:

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Signature \_\_\_\_\_ Phone: \_\_\_\_\_

(Must Have Committee Member Signature Requesting Check)

Event Name & Date \_\_\_\_\_ Committee: \_\_\_\_\_

## MAKE CHECK PAYABLE TO:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Amount \$ \_\_\_\_\_

**\*\* Sales Tax Will Not Be Reimbursed\*\***

### Items Purchased or to be Purchased:

<u>Item(s) Description</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**\*\* Sales Tax Will Not Be Reimbursed\*\***