

Covington Music Boosters

Check Request Form

Date: ____/____/____

Check Amount: \$ _____
(Amounts over \$50 must have prior committee approval)

Payee: _____

Address: _____

City, State: _____ **Zip:** _____ - _____

Budget Category: _____ **Budget Amount:** \$ _____ **Verified?** Yes__ No__

Reason for Disbursement: _____

Check Instructions: Mail to Payee __ Return to: _____

FOR TREASURER USE ONLY	
Check Signed By: _____ _____	Approved By: _____ _____ Committee approval required on amounts over \$50.
Budget Category: _____	Check Amount: \$ _____
Check Date: ____/____/____	Check #: _____

Instructions:

1. Provide the receipt (s)
2. Put your name on receipt (s) – this helps us identify the receipt and it will match the information on the Check Request Form.
3. Attach receipt to Check Request Form.
4. Fill out top of Check Request.
5. Please turn in the form to the Music Booster Treasurer, Corey Smaltz.