

# Marcus Aquatics Booster Club

## Check Request

\_\_\_\_\_  
Check Payable To

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Email Address/Phone

\_\_\_\_\_  
Check Requested By

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date Needed By

Description of Items being purchased	Budget Account to be Debited	Amount

### **CHECK REQUEST PROCEDURE:**

- Complete this form *excluding sales tax*  
(Use Sales Tax Exemption Certificate when purchasing)
- Attach all invoices and have chair/officer sign
- Have President Sign for items over \$1000
- Email treasurer at treasurer@marcusaquatics.net  
copy of this form and receipt
- Email the current President if you have questions.

\_\_\_\_\_  
Chairman/Officer Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

### **Treasurer's Notes**

Date Paid \_\_\_\_\_

Check # \_\_\_\_\_

Amount \_\_\_\_\_