



# Mira Loma Boosters Club Check Request

Sport or Organization: \_\_\_\_\_

Person Requesting Check: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Purpose of Expense: \_\_\_\_\_

**What is your account balance?** \_\_\_\_\_

(no checks will be processed for amounts in excess of your account balance without prior board approval)

Date	Item	Total
		\$
		\$
		\$
		\$
	<b>Subtotal</b>	\$
	<b>Amount</b>	\$

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

Date: \_\_\_\_\_

Contact information:

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

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

- Mail with enclosed stamped envelope \*\*
- Please return the check to me
  - In my box
  - Mail to me with enclosed stamped envelope\*\*

\*\* Envelopes MUST be addressed and stamped

AD Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_

**Contact information:** Sheelah Eulberg, Booster CFO

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