

H.B. PLANT HIGH SCHOOL DANCEROS

CHECK REQUISITION FORM

Directions:

1. Complete check request for all reimbursements on a timely basis
2. Attach receipts or invoices to this form (need receipts to get reimbursed)
3. Submit to your Committee Chairwoman if applicable for approval/signature
4. If item is unbudgeted, you will need to have Sponsor/Coach approval or a reimbursement will not be made
5. Submit to Treasurer for reimbursement

Expense Type (i.e. tryouts/UDA/apparel/senior night/etc...) _____

Budgeted Amount for Expenditure: \$ _____

Purpose of Expenditure (Details): _____

Amount of Check: \$ _____

Check Payable to: _____

Address Where Check Should Be Mailed: _____

Signature: _____

Date _____

Committee Chair Signature:

Treasurer Approval/Signature: _____

Sponsor/Coach approval if non-budgeted expense _____

Check Number: _____

Date Paid: _____

Entered in Accounting system _____

Date Entered: _____