

**PEACHTREE RIDGE BAND BOOSTERS ASSOCIATION, INC.
REQUEST FOR CHECK**

Request Made By: _____ Date _____

Phone Number _____ E-mail _____

Purpose for Request: _____

<u>Budget Line Item</u>	<u>Vendor and Items</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>Total Amount Requested</u>		_____

Issue Payment To: _____

 Signature of Requestor

Note: If an item has already been purchased, please attach a receipt to this form. Otherwise, provide a receipt as soon as possible after purchase.

NOTICE

Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Signature of the Peachtree Ridge Band Boosters President is required before the Treasurer will issue the check.

Approval _____ Date _____

		For Treasurer's Use Only
Check Issued	Yes / No	Check # _____
Date of Check	_____	Amount of Check _____
Comments: _____		

Signature of Treasurer _____		