

POINT ARENA HIGH SCHOOL BOOSTER CLUB

Check Request Form

This form is used to request payment for a previously approved funding request, and for budgeted items such as athletic team expenses. Copies of receipts are required for both circumstances.

Date: _____

Requesting Program/Activity: _____

Purpose: _____

Contact Person: _____

Title/Office: _____

Phone: _____

Email: _____

Mailing Address: _____

Amount requested from PAHSBC: _____

Make Check Payable to: _____

Has this expenditure been approved by PAHSBC? Yes _____ No _____

Note: Check no if this is a PAHSBC budgeted item, such as athletics, and provide purpose below

If Yes, Funding Request # _____

If No, give purpose: _____

PAHS Principal Signature: _____

Please attach copy of Purchase Order or receipts.

PAHSBC Action Taken:

Date: _____

Check #: _____