

GHHS Fine Arts Boosters Check Request Form

Requested By: _____ **Date:** _____

Email Address: _____

Program (check one): Visual Arts ___ Chorus ___ Dance ___ Drama ___ Orchestra ___ Guitar ___ Tech ___
Musical ___ Mistletoe Market ___ General Fund ___ Other (specify) _____

Is this a Pass-Through Payment? _____ (yes/no)

Will we collect payments from multiple individuals for this expense (e.g., purchase of uniforms, participation fees)?

Description: _____

Teacher Authorizing: _____

Signature required

Make Check Payable To: _____

Amount of Check: \$ _____ (Must attach invoice or receipts for documentation)

Instructions for Check Delivery: **Deliver to individual** (indicate mailbox or other specific person or location):
(Please check one) _____

Mail Check to (including addressed envelope appreciated):

Use this space for additional comments, instructions, etc.

Treasurer Use Only

Date Rec'd: _____

Check #: _____

Account: _____

Date Issued: _____

Amount: _____

Date Cleared: _____

Treasurer's Approval: