



GHHS Fine Arts Boosters Check Request Form

Requested By: _____ Date: _____

Email Address: _____

Program (check one): Visual Arts ___ Chorus ___ Dance ___ Drama ___ Orchestra ___
Musical ___ 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 •

Deliver to individual (indicate mailbox or other specific person or location):

Delivery:

(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: