

CHECK REQUEST FORM: Knights Baseball Club



REQUESTER FILLS IN THIS SECTION

Date of request _____

Person requesting _____

Make check payable to _____
(name & address)

Amount of check \$ _____

Purpose _____

Signature of requester _____

Note: If item has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipt(s) as soon as possible after purchase. Pre-approval must be obtained on all purchases verbally. Failure to obtain pre-approval may result in purchaser having to incur the expenses. Please document below the name of the approver. Only KBC board members have the authority to approve expenses.

Name of Approver: _____

FOR TREASURER'S USE ONLY

Date issued _____ Check number _____

Charged to what budget item _____

Comments _____

Treasurer's signature _____