

CHECK REQUEST

STEPS TAKEN FOR ACCURATE FABC CHECK REQUEST

ENSURE YOU HAVE THE FOLLOWING DOCUMENTS COMPLETED



CHECK REQUEST FORM FOR ATHLETIC BOOSTER CLUB Date of Request Name of Requestor Email Phone Make Check Payable to Address Check Amount \$ Description of Purchase Name of Sport Requesting Check_ **Requestor's Signature** All receipts MUST be attached to this form if items have already been purchased. If purchase has been approved but not yet made, please submit receipts to treasurer within 5 days. ADMINISTRATIVE TREASURER'S USE ONLY Check # Check Amount Annroved By **Treasurer Signature**

*Located on FABC Forms site

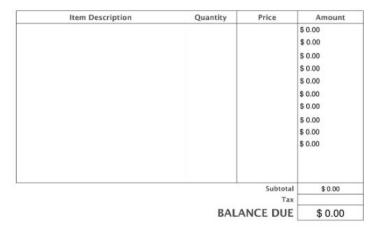
FROM: Company Name Client Email Address Address 1 Address 2

TO: Client Name Client Emul Address Client Address 1 Client Address 2

Invoice

DATE: Date INVOICE tracks Number

TERMS: Terms DUE: Due Date



*Make sure Invoice shows sport associated and description

EMAIL COMPLETED DOCUMENTS TO TREASURER@FULSHEAR-ATHLETICS.COM

*As long as Check Request documents are sent before Tuesday at 11AM, we will have the check back in the basket the next day after 2PM



CHECK REQUEST FOR	RM FOR ATHLETIC BOOSTER CLUB
Date of Request	
Name of Requestor	
Email	Phone
Make Check Payable to	
Address	
Check Amount \$	
Description of Purchase	
Name of Sport Requesting C	Check
Requestor's Signature	
	s form if items have already been purchased. If purchase e, please submit receipts to treasurer within 5 days.
ADMINIST	RATIVE TREASURER'S USE ONLY

Check Amoun

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FROM: Company Name Client Imail Address Address 1 Address 2

TERMS: Terms DUE: Due Date

Item Description Quantity Price Amount \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 Subtotal \$ 0.00 Tax BALANCE DUE \$ 0.00

TO

Client Name

Client Empl Adds

Client Address

Invoice

INVOICE impice Numb

DATE: Date

*Make sure Invoice shows sport associated and description