

Big “E” Booster

CHECK REQUEST FORM (revised 6/24)

To request a check from your account with the Booster Club, please fill out the form below. Forms should be completed and can be scanned and sent emailed to the Treasurer at BigEBooster@yahoo.com or given to the treasurer. Please do not submit to the Big E Mailbox in the Athletic Office at the High School.

Note: ALL paperwork must be signed by both the Coach and Team Representative. An email from the coach and rep approving the request, with the scan attached, can be accepted. If you do not have a Representative or a Head Coach, you will need the Athletic Director's signature. We will strive to have checks written within a week and ask that you allow us time to process them.

DATE:	
TEAM/ACCOUNT #:	
CHECK AMOUNT REQUESTED	
CHECK PAYABLE TO: AND ADDRESS	
REASON FOR REQUEST:	
RECEIPT ATTACHED INVOICE#:	
COACH APPROVAL	
COACH's EMAIL OR PHONE #	
TEAM REP. APPROVAL	
TEAM REP. EMAIL OR PHONE #	

*Election submissions: please type “yes” in the receipt box, then scan the receipt and send as a pdf with the request form. If using an electronic signature, the rep and coach must both be copied on the email to Big E Booster club.

Please Certify by answering the following Questions:

Will these funds be used for purchasing team apparel or equipment? Yes ___ No

If **YES**, the Athletic Director **must** approve the final order **BEFORE** it is ordered. **No checks will be issued** in the individual team accounts until we get approval from the Athletic Director.

Is this payment request to purchase items that total over \$500? Yes ___ No

Athletic Director's signature required if yes is answered to either question:

