

JAMES MADISON HIGH SCHOOL SPIRIT CLUB

2009-2010 School Year

CHECK REQUEST

(ATTACH ORIGINAL RECEIPTS FOR ALL EXPENSES)

Check One: Reimbursement for Expense Amount: _____
 Advance for Expenses
 Clearing an Advance
 Send check directly to payable Advance Amount: _____
Amount Spent: _____
Date: _____ Amount Owed to you: _____
Amount you owe: _____

Make check payable to: _____
Budget Line Item to Credit: _____
Expense Information: _____
Requested by: _____

TREASURER'S PAYMENT INFORMATION

Date of Check: _____ Check #: _____

DEPOSIT VOUCHER

Check One: Income Refund
Budget Line of Credit: _____
Total Currency: _____ Total Deposit: _____
Total Coin: _____
Total Checks: _____

(Write event on check, i.e. mums, spirit order. Write spirit member's name on check when appropriate, i.e. spirit item orders, poinsettia orders)

Submitted by: _____ Date: _____