JAMES MADISON HIGH SCHOOL SPIRIT CLUB

2009-2010 School Year

CHECK REQUEST

(ATTACH ORIGINAL RECEIPTS FOR ALL EXPENSES)

Check One:
- ☐ Reimbursement for Expense
- ☐ Advance for Expenses
- ☐ Clearing an Advance
- ☐ Send check directly to payable

Amount: _____

Advance Amount: _____

Amount Spent: _____

Amount Owed to you: _____

Amount you owe: _____

Date: _____

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: _____