

West Salem Band Boosters Check Request Form

Office use:
Check _____
Date _____
Mailed _____

Payable to _____ Check Amount _____

Address _____

Special handling instructions: _____

Circle Budget Category: Marching Ensemble Winter Guard Youth Winter Guard Winter Percussion
Youth Percussion Concert Bands Jazz Ensembles Office/Admin Trip Other _____

Budget line item to be charged: _____
(List separately below if more than one line item will be charged)

Reason for request or description of items purchased:

Approved by Director of Bands (Zimbelman):

Requested by:

Approved by Band Booster President (Farnell):

Name _____

Date _____

Date _____

- Notes: 1) An invoice, purchase order, or receipt must be attached.
2) Check request must be signed by Mr. Zimbelman and Mr. Farnell
3) Address must be included for any new payees. If in doubt, please include it.