



Check Request Form

LHS Booster Club

Royal Boosters - Helping LHS Any Way We Can!

treasurer@lhsroyalboosters.com

<https://lhsroyalboosters.com>

Directions for making a check request:

- You must have an LHS Booster Club account for the current school year to request funds**

- Please complete this form to request a check for expenses for an LHS Team or Club supported by the LHS Booster Club
- Attach all receipts to this form. If the total of the purchases on the receipts does not match the requested amount, your check may be delayed
- Once completed, this form should be returned to the LHS Booster Club mailbox in the main office
- Checks will be issued as quickly as possible. Checks will be issued and delivered to the requestor via the LHS Office or mailboxes. Mail will be checked 1-2 times weekly, and time is needed to process requests.

If you have any questions or do not receive the check within 10 business days, please email treasurer@lhsroyalboosters.com.

Date of Request:

Amount Requested: \$

(Please itemize receipts on page 2)

Payee (Please print legibly, Thanks!):

Contact Information for Payee,
(if not otherwise included): email or phone

Team/Club Making Request:

Description of Request:

Requester's Signature (Coach or Advisor):

Requester's Email and/or Phone:

Signature of Athletic Director
(for any Athletic checks over \$200):

FOR LHS BOOSTER CLUB ACCOUNTING PURPOSES ONLY

Date received by Treasurer:

Check Amount Requested:

Category/Line:

Sufficient Budget? YES ☐ NO ☐

Approved by:

2nd Approver (if needed) :

- Please record all expenditures below and attach original receipts to the completed form.
- If you are requesting funds from more than one Team / Club or Booster Budget, please make a note.
- Inaccurate records, missing receipts or information may result in a delay in issuing the requested check.

You do not need to include this page if you are attaching less than two receipts. Thanks!

Vendor Name	Description of Expense	Amount
TOTAL:		\$