

**Anderson Band Boosters Association
Check Request**

1. Request Date: _____
2. Requestor's Name: _____
Phone: _____ email: _____
3. Purpose of Expenditure: _____
4. Amount of Expenditure: _____ (receipts must be attached)
5. Issue Check to: _____
6. Disburse check in the following way (indicate one):
 - a. _____ Mail check to: _____

 - b. _____ Take check to next ABBA meeting
 - c. _____ Other _____
7. Sign this form after it has been checked for accuracy

(Requestor's signature)

(Date)

8. Submit this form in person or by mail **with receipts** to:

Marisol Cantu
ABBA Treasurer
P.O. Box 27722
Austin, TX 78755

Questions? E-mail to: treasurer@andersontrojanband.com

For Treasurer's use:

Check Number _____
Check Amount _____
Check Date _____
Budget Account _____
Posted _____