

# Mission Viejo High School Instrumental Music Boosters Association

## Check Request

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Make Check Payable to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

**Check is to be:**

MAILED  HAND-DELIVERED TO: \_\_\_\_\_

Vendor	Receipt/ Invoice Date	Program/Event	Expense Category	Amount
<b>Total</b>				

**DETAILED EXPENSE DESCRIPTION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved by\*:** \_\_\_\_\_

*Signature*

*Position*

\* Student requests must have the signature of Mr. Hannan or Mr. Meuwssen.  
 Booster requests require the approval of the Booster position responsible for the budget of the expensed item (e.g., expenses relating to: Marching Band - Marching Band manager; Color Guard - Color Guard manager; Home Field Show Competition - Members at Large; competition season food - Hospitality Manager, gasoline and general maintenance - VP Operations; fundraising- VP Ways & Means; JUTS - Jazz manager, etc. There is a list of Booster members available at [www.mvhsmusic.com](http://www.mvhsmusic.com) under "Boosters".

**For Treasurer's Use**

Check Number: \_\_\_\_\_

Date Check: \_\_\_\_\_

Check Date: \_\_\_\_\_

Mailed \_\_\_\_\_

\_\_\_\_\_