

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
Total				

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 under "Boosters".

For Treasurer's Use

Check Number: _____

Date Check: _____

Check Date: _____

Mailed _____
