

WTW Choral Boosters

CHECK REQUEST FORM

STEP 1: Fill Out Information Below, then put amount into category below or on back. **Please attach receipts.** This request must be submitted with-in 30 days of purchase in order to get reimbursed.

PAYABLE TO:	TOTAL AMOUNT:
DATE DUE:	
Requested by:	Committee:

STEP 2: Give to President/Vice President at MONTHLY Booster Meeting

Approved by:	Date:
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STEP 3: Give to Treasurer

DATE PAID:	CHECK NUMBER:
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ADDITIONAL STEP for EVERYONE: Please mark below the category to be charged. Divide into separate categories as needed. Total must equal the Total amount listed above. Complete the last section with description of request.

HOSPITALITY	AMOUNT	TAG DAY	AMOUNT
New Student Ice Cream Social (Sept)			
Assessment Food for adjudicators (March)			
End of the Year Celebration (June)			
Miscellaneous			
Men's Workshop Food			
MANAGEMENT	AMOUNT	FUNDRAISING	AMOUNT
Copy Machine		Spirit Wear	
Bank Fees		Car Wash Supplies	
Booster Registration Fee			
Staples			
Charms Subscription		DESSERT ON BROADWAY	AMOUNT
Domain Name			
Insurance			
Men's Workshop Substitute			
Choral Department Office Supplies			

UNIFORMS	AMOUNT	DIRECTORS	AMOUNT
Dry Cleaning		Clinician Fees	
Maintenance Fees		DPD Membership	
		DPD Conferences	
CONCERTS	AMOUNT	SCHOLARSHIPS	AMOUNT
Flowers		Senior Scholarships (EOY)	
Accompanists		Student Financial Assistance Scholarships	
Programs			
End of the Year Awards			
End of the Year Boutineers			
NEW CHORUS STUDENTS	AMOUNT		AMOUNT
Student Orientation			
Spiritwear (tee-shirt & sweatshirt)			

EXPLANATION OF CHECK REQUEST: (What are/were funds used for?)