

Parkview Band Boosters
 998 Cole Drive
 Lilburn, GA 30047



PURCHASE AND CHECK REQUEST



REQUESTER FILLS IN THIS SECTION

Date of Request:	Person requesting:				
Amount requested:	Make check payable to:				
Budget Line Item:					
Mailing address: (where check should be sent)	Requester contact information: (phone or email)				
Purpose: (What check is for) **** Please attach supporting invoices / receipts / documentation					
<u>Send all correspondence to:</u> Parkview Band Booster Association Floyd Cox, Treasurer PO Box 871131 Stone Mountain GA 30087 Phone: 770-381-9835	<hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Requester's Signature</td> <td style="width: 20%;">Date</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Chairperson's Signature</td> <td style="width: 20%;">Date</td> </tr> </table>	Requester's Signature	Date	Chairperson's Signature	Date
Requester's Signature	Date				
Chairperson's Signature	Date				

Note: If item has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipt(s) as soon as possible after purchase. Approval must be obtained on all purchases from the chairperson. Failure to obtain approval may result in purchaser having to incur the expenses. Signature of the Band Booster president and Treasurer is required before check can be issued.

FOR TREASURER'S USE ONLY

Date issued:	Check number:
Charged to what budget item:	Comments:
Treasurer's signature:	