



# SCHS ALL SPORTS BOOSTER CLUB APPROVAL & CHECK REQUEST FORM

ALL purchase requests must be approved in advance by Coach Harrison (Boys) or Coach Dixon (Girls) and the All Sports Booster Club Board and must be within budget, and accompanied with supporting documents.

### EXPENSE APPROVAL (SUBMIT IN ADVANCE OF PURCHASE WITH QUOTE/ESTIMATE)

Description of item to be purchased: \_\_\_\_\_  
\_\_\_\_\_

Amount: \$ \_\_\_\_\_ Copy of the quote/estimate attached: \_\_\_\_\_

Athletic Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Booster Club Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<<< Athletic Director will return to Coach so they can make the approved purchase>>>

### EXPENSE REQUEST (SUBMIT AFTER PURCHASE WITH FINAL RECEIPT ATTACHED)

Make check payable to: \_\_\_\_\_

Circle one: Coach will pick up check or Mail check to the vendor

Address if check is being mailed: \_\_\_\_\_

Check requested by: (print name) \_\_\_\_\_

Check requested by (signature) \_\_\_\_\_

----- SCHS ASBC Treasurer's Use -----

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Check signed by (1): \_\_\_\_\_

Check signed by (2): \_\_\_\_\_