



Request for Checks

(Used when sending to a vendor, with Resale Certificate)

Before filing out request; please check with JRBC Treasurer for your account balance.

All funds received must be deposited into your account. No exceptions.

All expenses for fundraising activity must be done with request for Checks.

Juanita Rebels Booster Club
13501 100th Ave NE, PMB #5027
Kirkland, WA 98034

Please attach Quote/Invoice to back of this form at upper right corner and mail to above address or deposit in Treasurer's Folders in the Athletic/Attendance Office at JHS

Today's Date _____

Date Required _____

Requested By _____

Account/Sport _____

Requestor phone number or Email _____

Payable to: Name _____

If being mailed: Address _____

Special Instructions: (ie: ready for pick up or mailed out)

Amount Requested \$ _____

Purpose of Funds _____

Approved by (1) _____

Approved by (2) _____

(Authorized Signature of Record, 1-Coach/Activity Director; 2-Parent Rep)

(For JRBC Treasurers or Presidents use)

Voucher # _____ **Date Received** _____

Check # _____ **Account** _____

Purpose _____ **Amount \$** _____

Date Check Issued _____

Questions? Lynne 823 5065