

## **QOHS Booster Club Check Request Form**

This form must be accompanied by complete documentation (e.g., receipts, invoices, contracts) corresponding to the amount of the check request.

Date:	
Check Requested By:	
Committee/Event:	
Make Check Payable To:	

Checks made payable to you will be filed in the corresponding committee section of the Booster Club folder in the "Booster Club" mailbox at QOHS.

Please provide mailing address for checks made payable to vendors.

<u>Description</u>		<u>Amount</u>
TOTAL		

I have attached all documentation and reviewed this form for accuracy.

Signature of Requester	Signature/Approval of Committee Chair

Deliver this form to the "Booster Club" mailbox at QOHS or mail to:

**QOHS Booster Club  
15800 Quince Orchard Road  
Gaithersburg, MD 20878**

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Check Date:		Check Number:	
Payee:		Check Amount:	