



**CHECK REQUEST FORM**  
**MILL CREEK SWIM AND DIVE BOOSTER CLUB INC.**

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**REQUESTER COMPLETES THIS SECTION**

Request Date: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requester Signature: \_\_\_\_\_

Approver 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. Failure to obtain approval may result in purchaser having to incur the expenses. Signature of a Board of Directors member is required before Treasurer will issue a check.**

**FOR TREASURER'S USE ONLY**

Date Issued: \_\_\_\_\_ Check Number: \_\_\_\_\_

Account Description: \_\_\_\_\_

Account Number: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Treasurer Signature: \_\_\_\_\_