



To Be Filled Out By Team Manager or Event Requestor	
Date	
Team or Event	
Requestor	
Requestor Phone Number	
Purpose* - Date(s)	
Amount	
Make Check Payable To	
Date Check Needed	
Signature of Requestor	

*If requesting a check for tournament fees, please attach a copy of tournament flier or brochure

For Board of Directors Use Only	
Date Received Request	
Check Number & Amount	
Signature of Treasurer	
Check Given To	
Date Check Given	

Forward all check requests to Terry Branch, Treasurer (degterry@aol.com)