

Maple Grove Crimson Cheerleading Boosters  
Check Request

<b>Requestor Info</b>	
Request Date	
Requested By	
Contact Information (Phone/email)	
Description	
<b>Check Information</b>	
Payable to	
Amount	
Delivery	
Mailing Address	
City/State/Zip	
<b>Treasurer Use</b>	
Budget Category	
Secondary Categories	
Budget Availability Confirmed	
Check Number	
Disposition/Date	

The requestor should complete the first and second sections and submit to the treasurer. The treasurer will confirm the funds are available and issue the check as per the instructions on the form. Receipts should be stapled to this form and kept on file.