

**Check Requests are due by NOON on Mondays in order to be included in the weekly check run.
 Checks are done once a week and are usually mailed out or available for pickup by Wednesday afternoon.**

Date:	Activity/Sport:	Boys
	(Check Boys or Girls if applicable)	Girls

To be paid from (please check one):

TEAM FEES (requires VP approval)	BOOSTER CLUB BUDGET (requires Coach approval)
CONCESSION/FUNDRAISING (requires VP approval)	OTHER (requires VP approval)

Check payable to: _____

Address to send check: _____

Check here if prefer to drop check in MHS staff mailbox:

Check here if prefer to pick up check from Booster Club Assistant Treasurer's home (see address below):

Amount: _____

Invoice # or Quote # (if applicable to pay vendors): _____

Description: _____

Requested by: _____ **Phone number:** _____

Requested Signature: _____

Approval Signature, VP or Coach: _____

Instructions:

- All receipts and invoices must be attached to this request form. No checks will be issued without the attachments, and no cash payments will be made. If a receipt does not list the item that was purchased, please annotate the receipt or attach a separate sheet listing the items.
- The Booster Club cannot reimburse for sales tax. Please refer to the Sales Tax Exemption Certificate found on the Booster Club website: <https://www.memorialboosterclub.com/forms>. MHS Booster Club is a 501(c)(3) charitable organization.
- Please **email** completed forms and receipts to the MHS Booster Treasurer: memorialboostertreasurer@gmail.com. Please **SCAN** forms vs. taking pictures. Completed forms may also be left in the Booster Club mailbox near the front office; please notify the treasurer when leaving requests in the box. **Be sure to communicate with your activity treasurer and VP regarding expenses.**
- Please remember that check requests are due Monday at noon; please allow time for checks to be prepared, reviewed, and signed--usually 2 days. Please communicate any deadlines when sending requests to the Treasurer.
- Keep a copy/record of this form and any attachments for your activity/sport records.

Treasurer Request Review:
No sales tax?
Approval:

FOR TREASURER'S USE ONLY - check review:	
CHECK #:	QB ACCOUNT: <i>As noted above</i> - <input type="text"/>
DATE:	
AMOUNT:	TREASURER REVIEWED:

<p>To submit requests: *PREFERRED*: email memorialboostertreasurer@gmail.com May also drop at Booster Treasurer box in MHS front office; please notify treasurer Questions : email memorialboostertreasurer@gmail.com or call/text 773-425-9651</p>	<p>To pick up checks: <i>Sarah Watson, MHS Booster Club Asst. Treasurer 2026</i> 10814 Oak Hollow St. Houston, TX 77024</p>
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