



## Request for Checks

**(Used when sending to a vendor, with Resale Certificate)**

***Before filing out request; please check with JRBC Treasurer for your account balance.***

***All funds received must be deposited into your account. No exceptions.***

***All expenses for fundraising activity must be done with request for Checks.***

Juanita Rebels Booster Club  
13501 100<sup>th</sup> Ave NE, PMB #5027  
Kirkland, WA 98034

*Please attach Quote/Invoice to back of this form at upper right corner and mail to above address or deposit in Treasurer's Folders in the Athletic/Attendance Office at JHS*

Today's Date \_\_\_\_\_

Date Required \_\_\_\_\_

Requested By \_\_\_\_\_

Account/Sport \_\_\_\_\_

Requestor phone number or Email \_\_\_\_\_

Payable to: Name \_\_\_\_\_

If being mailed: Address \_\_\_\_\_

Special Instructions: (ie: ready for pick up or mailed out)

**Amount Requested \$** \_\_\_\_\_

Purpose of Funds \_\_\_\_\_

Approved by (1) \_\_\_\_\_

Approved by (2) \_\_\_\_\_

*(Authorized Signature of Record, 1-Coach/Activity Director; 2-Parent Rep)*

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*(For JRBC Treasurers or Presidents use)*

**Voucher #** \_\_\_\_\_ **Date Received** \_\_\_\_\_

**Check #** \_\_\_\_\_ **Account** \_\_\_\_\_

**Purpose** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Date Check Issued** \_\_\_\_\_

**Questions? Lynn Grager - [dlmjrm@comcast.net](mailto:dlmjrm@comcast.net) or 425-442-6452**