

LNC Athletic Booster Club

Check Request Form

Forms must be submitted electronically to: Incabc@Incharter.org

- All fields must be complete and applicable paperwork must be included with the Check Request form or it will not be processed
- Funds from a team's account requires evidence of coach's approval (email or approved budget item)
- **Check Requests will be processed within two weeks of date of submission**
- Refer to Financial Procedures for additional information (available on LNC Booster Club website)

Date:

Amount Requested:

Requestor: Email:

Description of Request:

Invoice #

Are Parents Reimbursing this Expense? YES NO

Have all monies been deposited? YES NO

Note: Check requests should not be submitted until all funds have been deposited to cover expense

Team Information: HS or MS

Be specific which team this is for (Varsity or JV, boys or girls); submit coaches approval with request

Check Information: Copy of Invoice/Receipt must accompany check request

Make Check out to:

Check Delivery Information *(include complete mailing address if applicable)*

Authorization Information

Approved by:

Date:

Check #:

Charged to:

Capital Funds

LNC Fund

Team Acct