

PENFIELD PATRIOTS SPORTS BOOSTER CLUB
CHECK REQUEST PROCEDURE

1. Each program must submit an “Authorized Signature Form” to the Global Booster Treasurer. Generally, each program has their Global Representative, Team Treasurer, Coach or other responsible party as the signer for their program. Only those individuals with signatures on file are authorized to sign a Check Request form.
2. A completed Check Request form should be submitted to the Global Booster Treasurer. These can be submitted by mail or email to the Treasurer (treasurer@penfieldboosterclub.org). Check requests under \$150 require one signature; check requests over \$150 require two signatures.
3. Check Requests **MUST** be accompanied by the supporting documentation (receipts, contracts, order forms, etc.) for the request. Checks will not be written without this.
4. Check requests will be processed once a week. All requests received by Monday will be processed and checks placed in the mail or available for pickup by Thursday.
5. If you have an urgent request, please contact the Treasurer and discuss what alternative arrangements can be made.