

**PENFIELD PATRIOTS SPORTS BOOSTER CLUB
CHECK REQUEST OR ACCOUNT TRANSFER FORM**

Team: _____

Date: _____

Payee Name: _____

Amount: _____

Purpose for Payment:

- Check request – attach documentation (receipt, invoice, registration form, etc.). If the check request is for payment to an individual for services rendered (ie. Coaches' stipend, videographer, official's fee, etc.), the payee's Form W-9 is:
 - On file with PPSBC
 - Attached
- Account Transfer – provide documentation supporting the amount and reason for transfer

Program Approval (1 signature if \$150 or less, 2 signature if over \$150)

Signature

Signature

Name (Printed)

Name (Printed)

Disposition (mailing address/other): _____

Approved for Payment (Treasurer): _____

Date Paid: _____

Check #: _____

Account transfers only: From _____ To _____ QB__ Bank__