

**PENFIELD PATRIOTS SPORTS BOOSTER CLUB**

*Request for  
Check or Purchase Order*

**Team** \_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_

**\$** \_\_\_\_\_

**Payee Name**

**Amount**

**Disposition (mailing address/other):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Purpose for payment:**

(check request – attach documentation: receipt, invoice, registration form, etc)  
(P.O. Request – provide complete description, quantity, unit price, etc or copy  
of quote or bid)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Team approval ( 2 Signatures, if more than \$ 150; one, if \$ 150 or less)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (Printed)**

\_\_\_\_\_  
**Name (Printed)**

=====

\_\_\_\_\_  
**Approved for Payment (Booster Club Officer)**

**Date Paid** \_\_\_\_\_

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