

PENFIELD PATRIOTS SPORTS BOOSTER CLUB

CHECK REQUEST PROCEDURE – REVISED AUG 2008

1. Team booster club must submit the form “ Authorized Signatures for Check Requests with at least two (2) signatures. Only those individuals with signatures on file are authorized to sign a check request form.

Check requests under \$ 150 require 1 signature, over \$ 150 , 2 signatures.

All check requests need signed

2. A completed Check Request form with two (2) authorized signatures should be mailed to me: Chuck Fogle, 3 Chancery Lane, Rochester NY 14625

You can also email me a signed check request form with 2 signatures or email me a check request form with the 2 authorized parties sending me affirming emails authorizing the check request.

3. If there is an urgent need outside the arrangements described above, you may contact the Treasurer, Chuck Fogle 265-0490 (work) or 787-0361 (Home) . Please give me as much warning as possible and try to minimize urgent check requests.