

# LAKE HIGHLANDS AREA CHOIR BOOSTER CLUB CHECK REQUEST FORM

*A separate form is required for each **check***

**Request Submitted By:** \_\_\_\_\_  
Print Name Signature Date

**Please charge the following fund:** LHHS \_\_\_\_\_ FMJH \_\_\_\_\_ LHJH \_\_\_\_\_ Booster Club \_\_\_\_\_

**Distribution of Check:** Mail to Payee \_\_\_\_\_ Payee to Pick-up: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

**Issue check to:**

Name: \_\_\_\_\_

**Amount:** \_\_\_\_\_

Address: \_\_\_\_\_

**Account to be charged:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**What did you buy?** \_\_\_\_\_

**Other Expense**

Accompanist  
Accounting  
Awards  
Bank Charge- Large Deposit  
Convention  
Disney (Jr High)  
Equip Maintenance  
Flowers / Gifts  
Hospitality  
Misc.  
Music  
New Equipment  
NSF Fees  
Office Supplies/Equipment  
Photographs  
Postage  
Pre-UIL Judges  
Printing  
Scholarship Donation  
Uniforms  
Webmaster

**John Stallings**

Scholarships  
Misc.

**Fund Raising**

Awards  
Fall Project  
Other Project  
Poinsettias

**Pop Group**

Advertising  
Choreographer  
Drops/Sets  
Equipment  
Equipment Rental  
Espree Trailer  
Hospitality  
Judges Fees  
Misc.  
Production Personnel  
Programs/Tickets  
Show Expense – Other  
Sound Equipment  
Stage  
Student Paid Trips  
Travel – Equipment  
Wardrobe

**Student Paid**

Composite Picture Board  
Entry Fees: S&E/UIL/ Region  
Miscellaneous  
Parties – Christmas (H.S.)  
Parties – Junior High  
Parties – Other (H.S.)  
Parties – Spring (H.S.)  
Student Trips  
T-Shirts  
Voice Lesson Admin  
Voice Lessons

**Party Expense**

Alumni  
Back to School  
Other

**Other**

Date Paid: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Check # or Debit: \_\_\_\_\_ Approval: \_\_\_\_\_ Treasurer Initials \_\_\_\_\_

**Please attach receipts to this form and deliver to:**

**Lory Martin  
9222 Seagrove  
Dallas, TX 75243**

**Questions? Contact Lory Martin at 214-244-1104 (cell)  
or email at lorycmartin@yahoo.com**