

**CHECK REQUEST**  
**Urbana High School Athletic Boosters, Inc.**

**Date:** \_\_\_\_\_ **Check Amount: \$** \_\_\_\_\_

**Check Payable To:** \_\_\_\_\_

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

**Phone No.** \_\_\_\_\_

**Check One:**         mail to vendor         pick up at meeting

**Description:** \_\_\_\_\_

**Budget Item:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_

**\*\*Receipt Must Be Attached\*\***

**Additional Notes/Comments:**