

CK#: _____

Date: _____

NFHS ABC Check Request

(ALL REQUESTS NEED to attach receipts, invoices, or purchase orders)

Team: _____ Date: _____

Payee: _____

Total Check: \$ _____ Invoice #: _____

Purpose of Expense: _____

AD Approval: _____ Date: _____

Coach Approval: _____ Date: _____

Requested by: _____ E-mail: _____

Method of Delivery:

_____ Leave with AD

_____ Leave at School Front Office

_____ Mail to Payee to mailing address: _____

_____ Other method of delivery: _____

Questions: Contact Michele Martin at bmwrmartin@comporium.net or 803.412.2034

NOTES: