Vista del Lago High School
Drama Boosters

1970 Broadstone Parkway, Folsom, CA 95630
www.vistadramaboosters.org

☐ **Check Request** ☐ **Reimbursement Request**

Instructions: Mark one choice above. Attach complete documentation in the form of receipt(s), invoice(s), contract(s), purchase order(s), etc., to substantiate your request. Requests will not be approved without substantiating documentation. Submit this completed form to the President or Treasurer. Print legibly.

Information

Date of request:	
Request made by:	
Committee or event:	
Make check payable to (payee):	

Mailing Address

Insert your address if this is a reimbursement request, or the vendor's address if this is a check request.

Description / $ Amount

TOTAL: $	

Board Approval

Approval date:		Check number:	
Check date:		Approved amount:	$

Approval by at least two (2) officers required:

_____ _____
President Signature Date Treasurer Signature Date

_____ _____
Secretary Signature Date Drama Teacher Signature Date