



ALPHA ATHLETIC ASSOCIATION CHECK REQUEST

Complete this form and return it along with your receipts or invoice to the Alpha Athletic Association (AAA) Treasurer. The AAA Treasurer will prepare a check and forward to the Alpha Principal for approval. Once the check is approved, the Principal will sign the check and mail it to the payee. This form, along with all documentation, will be returned to the AAA Treasurer to file.

Name: _____ Date: _____

Date Needed: _____ Amount of Check: _____

Make Payable To: _____

Address: _____

Sport:

- | | | |
|--|---|--|
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Cross-country | <input type="checkbox"/> Tennis | _____ |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Ketteler/Gym/Field | _____ |

Purpose:

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Diocesan League Fee | <input type="checkbox"/> Repairs and Maintenance |
| <input type="checkbox"/> Uniforms | <input type="checkbox"/> Tournament Fee | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Referee Fee | <input type="checkbox"/> Concession Supplies | _____ |

Detailed Description: _____

For AAA Use Only:

Check Number: _____ Date Paid: _____ Amount Paid: _____ Budgeted Amount: _____