



# **DHS Tennis Booster Check Request Form**

***Please attach receipts or invoice to this form***

Date \_\_\_\_\_ Person Requesting Check \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Make Check Payable to \_\_\_\_\_ (If different than person requesting check.)

Amount of Check Request \_\_\_\_\_

Please mail the check to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACCOUNT DESCRIPTION	AMOUNT
Accounting, Bank Fees, Annual Report Exp	
Banquet Expenses	
Coach Stipends	
Court Repair & Maintenance	
Fundraising Expenses	
Mixed Double Tournament Expenses	
Office Supplies	
Senior Gift/Senior Night Expense	
Spirit Wear Expense	

ACCOUNT DESCRIPTION	AMOUNT
State Tournament Fees & Expenses	
Tournament Fees & Travel Expense	
Team T-shirt included with Dues	
Tennis/Court Supplies (tennis balls, banners)	
Tennis Court Rental Fees	
Uniform Expense	
Website & Domain Expenses	

**EXPLANATION OF EXPENSES:** \_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_