



# Vista Murrieta High School

Associated Student Body

## Check Request

Date: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Account to Charge: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Address, if check is to be mailed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Return check to requester OR \_\_\_\_\_ Mail check to above address

\*\*No check will be issued until an invoice and/or receipts are attached to the check request\*\*

Invoice #	Description	Total

**TOTAL: \$** \_\_\_\_\_

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
ASB Treasurer

\_\_\_\_\_  
Board Designee