



Westmoor High School

Associated Student Body
131 Westmoor Avenue Daly City CA 94015
Phone (650) 550-7400 FAX (650) 550-7490
Westmoor High School website: whs.juhsd.net

This is a fillable PDF.
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CHECK REQUEST FORM

Original Receipt(s) attached

Date Submitted:

Copy of Minutes attached

Date Approved:

Please tape individual **ORIGINAL** receipt(s) onto a separate sheet(s) of white paper or if the receipt is a full sheet of paper, staple it to the back of this check request. Please allow up to 2 weeks for reimbursement.

Payable To:	
Name:	
Address:	
City/State/Zip:	
Phone:	

Organization Responsible for Payment:	
Club:	
Account Number:	
Requisitioner:	

Check Details	
<i>Purchase Order # associated with this request:</i>	
<i>List Specific Items Purchased for Check:</i>	
<i>Total Amount Requested:</i>	<input type="checkbox"/> Please mail check
	<input type="checkbox"/> Please deliver check to: _____

Approval Signatures	
Signature: _____ <i>Faculty Adviser/Student Activities Director</i>	Signature: _____ <i>ASB Student Officer</i>
Signature: _____ <i>Principal</i>	Signature: _____ <i>Organization Treasurer</i>

For Office Use Only

Current Acct Balance: _____

Remaining Balance (after this request): _____