

KABC Check Request

All receipts must be accompanied by this form, filled out and signed by the Athletic Director before you will receive payment. Place completed form in the KABC mailbox located in the main office at Kings High School. If you have any questions, please contact KABC Treasurer, Shannon McKelvey at 673-1479 or via email at smckelvey@cinci.rr.com.

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| Date: | Amount of Check: \$ |
| Person submitting request: | Phone Number: |
| KABC account money is coming out of: (circle one) Football Volleyball Men's Soccer Women's Soccer Cross Country Men's Golf Women's Golf Swimming Wrestling Men's Basketball Women's Basketball Indoor Track Baseball Softball Men's Lacrosse Women's Lacrosse Track Concessions AD Account Cheerleading Dance Knight to Remember Golf Outing Apparel Men's Tennis Women's Tennis Bowling Other: | Purpose for Expenditure: <i>(Invoice or receipt must be attached to this request)</i> |
| Make Check Payable to: | Check Needed by: (minimum 7 day turnaround) |
| Mail (preferred method), list the address below: | Pick up: Yes or No <i>If yes, must have a phone number:</i> Or, Drop off in Coach's Mailbox: Yes or No |
| Coach Signature _____ Date: _____ | Athletic Director's Signature (must have the signature to be approved) _____ Date: _____ |

For Treasurer's Use Only

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|---------------------|-------------|---------------|
| <i>Check Number</i> | <i>Date</i> | <i>Amount</i> |
|---------------------|-------------|---------------|