

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.

Date:	Amount of Check: \$																														
Person submitting request:	Phone Number:																														
KABC account money is coming out of: (circle one) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Football</td> <td style="width: 33%;">Volleyball</td> <td style="width: 33%;">Men's Soccer</td> </tr> <tr> <td>Women's Soccer</td> <td>Cross Country</td> <td>Men's Golf</td> </tr> <tr> <td>Women's Golf</td> <td>Swimming</td> <td>Wrestling</td> </tr> <tr> <td>Men's Basketball</td> <td>Women's Basketball</td> <td>Indoor Track</td> </tr> <tr> <td>Baseball</td> <td>Softball</td> <td>Men's Lacrosse</td> </tr> <tr> <td>Women's Lacrosse</td> <td>Track</td> <td>Concessions</td> </tr> <tr> <td>AD Account</td> <td>Cheerleading</td> <td>Dance</td> </tr> <tr> <td>Knight to Remember</td> <td>Golf Outing</td> <td>Apparel</td> </tr> <tr> <td>Men's Tennis</td> <td>Women's Tennis</td> <td>Bowling</td> </tr> <tr> <td colspan="3">Other: _____</td> </tr> </table>	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(s) or receipt(s) must be attached to this request. Please include invoice numbers below. If a form needs to be mailed in with check, please include a copy & indicate below</i>
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: _____																															
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 or KABC Rep Signature _____ Date: _____	Athletic Director's Signature (must have the signature to be approved) _____ Date: _____																														

For Treasurer's Use Only

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