

❖ Kingwood Band Boosters
Check Request

To: Treasurer

Date: _____

From: _____

Please prepare a check in the amount of _____ payable to:

Payee Name: _____

Address: _____

City/State/Zip: _____

This payment is for the following specific purpose:

- Attach receipts, invoices, or other backup.
- In instances where check must be provided prior to receiving receipt, PLEASE promptly forward receipt to Treasurer ASAP.

Date Payment Required: _____ Charge to Account #: _____

Check Routing: _____ Mail to above named Payee via U.S. Mail
_____ Check to be picked up from Treasurer by originator
_____ Other: _____

Treasurer Address:

Kingwood Band Boosters
P.O. Box 5381
Kingwood, TX 77325-5381

OR

Tony Lanson
6411 Seven Leaf
Kingwood, TX 77339

Second Signer: _____

(Checks over \$200)

Treasurer Only

Check #: _____

Acct #: _____

Amt: _____