



Check Request Form

Novi High School Band Boosters

Treasurer: novibandtreasurer@gmail.com

Guidelines for using this form:

1. Use this form for **direct payment to vendors**, not reimbursements.
2. All requests must be submitted via email.
3. Please allow 10 to 14 days for the Treasurers to process the request.
4. An invoice must accompany all check requests. Please scan paper copies or forward an e-copy along with this form. PDF files are preferred as we store all documents online.
5. Checks will be mailed to the vendor directly from the bank unless you indicate otherwise. Please use the “Additional Information” section if you need to hand a check to a vendor in person.
6. **You can type in the PDF version of this form, however it does not save data.** Please “print” it as a PDF to preserve your information.

Requestor: _____

Vendor: _____

Amount: _____ Due Date: _____

Reason for Purchase: _____

Additional Information: _____

Please email requests and invoices to novibandtreasurer@gmail.com.