



**LEIGH HIGH SCHOOL**  
 Campbell Union High School District  
 5210 Leigh Avenue  
 San Jose, CA 95124

### Club Check Request Form

Name of Club: \_\_\_\_\_ Club Account Number: \_\_\_\_\_

Date of Check Request: \_\_\_\_\_

Approved P.O. Number: \_\_\_\_\_ (Please attach original PO with this form)

Fundraiser Name (if applicable): \_\_\_\_\_

Invoice Number (not applicable for reimbursements): \_\_\_\_\_

Check Request Submitted by: \_\_\_\_\_  
 (Print Name)

Vendor Name:	
Vendor Address:	
Vendor Phone Number:	

Amount requested for check: \_\_\_\_\_ Amount approved on purchase order: \_\_\_\_\_

P.O. to be:  Closed or  Remain Open

Attached Document(s) need to be sent with check:  Yes or  No

\*\*\*Purchase order must have been large enough to cover full amount of check request.  
 If a purchase order was not processed prior to the purchase, a check cannot be issued.\*\*\*

Check Destination:  Where do you want the check to go after being printed?  <input type="checkbox"/> <b>Club Advisor:</b> _____ <input type="checkbox"/> <b>Mail Check</b> <input type="checkbox"/> <b>Other:</b> _____
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**Submitted and Approved by:**

	Print Name	Signature	Date
Club Advisor			
Activities Director			

For payment to be made, original invoice(s) or receipt(s) must be attached, as well as packing slip, if applicable.

For Office Use Only:

Check Date:	Check Number:	Banker Initials:
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