## Westview Groups and Clubs

**Check Request Form**

|  |  |  |
| --- | --- | --- |
| Payee: |  | |
| **Payee Address:** |  | |
| (Include FULL address for  ALL check requests) |  | |
|  | |
| Is this for an independent contractor?  If yes, please provide Social Security number or Tax ID: | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Delivery Method: | | **Amount Requested:** |
| **Date Requested:** |  | Box at Westview: |  | **$** |
|  | | Mail:  (Include stamp) |  |
| **Date Needed:** |  | Pick up: |  |
|  | | Deliver: |  |  |

|  |
| --- |
| Reason for Check Request (Attach supporting documentation) |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Requesting Funds:** | |  | |
| **Category:** | |  | |
| **Requested By:** |  | Signature: |  |
| Title: |  | Phone: |  |
|  | | Email: |  |
| **Approved By:**  **(must be school administration)** |  | Signature: |  |
| Title: |  | Date: |  |