

# Gunn Theatre Boosters Check Request

Today's Date: \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_ Year

Amount Requested: \$\_\_\_\_\_

Vendor: \_\_\_\_\_

Mail Address: \_\_\_\_\_  
\_\_\_\_\_

This request is for:

- Gunn Production (name of show: \_\_\_\_\_)
- Gala Expense (pick one: \_\_ Fall \_\_ Spring)
- Field Trip (pick one: \_\_ Ashland \_\_ Other)
- Administrative
- Other (explain: \_\_\_\_\_)

Is this budgeted? \_\_\_\_ Yes \_\_\_\_ No

**Item Description:** \_\_\_\_\_

\_\_\_\_\_ Signature of Theatre Teacher

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For Office Use:

\_\_\_\_\_ Authorized Signature 1

\_\_\_\_\_ Authorized Signature 2

**For Treasurer Use: Date** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Amount\$** \_\_\_\_\_