

# SPORTS/CLUBS

## The Dolphin Foundation

### CHECK REQUEST

Date of Request: \_\_\_\_\_ Sport/Activity: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Pay to the Order of : \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Is this a budgeted item?: YES NO

Reason for Request: \_\_\_\_\_

Team/Club Treasurer/Coach Approval (Print Name): \_\_\_\_\_

Team/Club Treasurer/Coach Signature Approval: \_\_\_\_\_

#### **INSTRUCTIONS: ATTACH ALL INVOICES/ITEMIZED RECEIPTS TO THIS FORM**

- *Include copies of cashed checks/paid cash receipts/credit card transaction details if payment made by credit card. Keep copies of all your original receipts for your own records. Scan Check Request into one PDF – no photographs please. Must include **itemized receipts** for all transactions.*
- Email completed check request to Athletic Director for approval
- Upon AD approval, check request will be emailed to Bookkeeper for processing
- **Put Team and description of request in subject of email**
- Forms can be found at [www.dolphinfoundation.net](http://www.dolphinfoundation.net)
- Reimbursements are processed at least twice monthly

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Athletic Director Approval and Signature **Required (Sports):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR** Activities Director Approval and Signature **Required (Clubs):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*SUPPORT DANA HILLS HIGH SCHOOL BY SIGNING UP FOR **RALPH'S COMMUNITY PROGRAM** (**renew** each September – use **PF486**). Every time you shop at Ralph's, you will raise funds for Dana Hills High School.*

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