



# WOODBURY AREA HOCKEY CLUB PURCHASE ORDER/ CHECK REQUEST

CHECK REQUEST DATE: \_\_\_\_\_

Match this purchase order to future invoice

**Checks are printed on the 15<sup>th</sup> and last day of the month. If you need a check by any other date, fill out the line below**

Need check printed by \_\_\_\_\_

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

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

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount:     \$ \_\_\_\_\_

REQUESTOR'S SIGNATURE: \_\_\_\_\_

APPROVAL SIGNATURE: \_\_\_\_\_

**ALL CHECK REQUESTS MUST HAVE THE PROPER APPROVAL SIGNATURE BEFORE ANY CHECK CAN BE WRITTEN**