



# Check Request

Please attach all invoices/receipts

Date \_\_\_\_\_

General Foundation

Group (Class) \_\_\_\_\_

Academic Boosters

Arts Boosters

Athletic Boosters      Sport \_\_\_\_\_      Boys \_\_\_\_ Girls \_\_\_\_

Person making request \_\_\_\_\_ Position: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Expense Code: \_\_\_\_\_ Comment: \_\_\_\_\_ Amount: \_\_\_\_\_

Expense Code: \_\_\_\_\_ Comment: \_\_\_\_\_ Amount: \_\_\_\_\_

Expense Code: \_\_\_\_\_ Comment: \_\_\_\_\_ Amount: \_\_\_\_\_

Check made payable to: \_\_\_\_\_

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

City, State & Zip \_\_\_\_\_

Purpose:

Delivery By:    Mail    Pick Up    Other \_\_\_\_\_

### Signatures Required:

Teacher/Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Foundation Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please ensure that all signatures are obtained and all receipts attached PRIOR to bringing to the LCC Foundation office\*\***

La Costa Canyon High School Foundation

1 Maverick Way, Carlsbad, CA 92009

(760) 436-6136 ext. 6021 / [lcfoundation@sduhsd.net](mailto:lcfoundation@sduhsd.net) / [www.lcchsfoundation.org](http://www.lcchsfoundation.org)

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