

# Club Request for Payment to Bay District School Employee

\_\_\_\_\_  
Name of Club

\_\_\_\_\_  
School

The booster or parent-teacher club listed above is requesting approval to pay \$ \_\_\_\_\_  
to Bay District Schools employee, \_\_\_\_\_  
(employee name and position)

Purpose of payment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, we acknowledge a club meeting was held and members voted to approve the payment requested above.

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Club Secretary

\_\_\_\_\_  
Date of request

\_\_\_\_\_  
Date of request

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Principal's Signature	_____ Date

Original to remain on file with the principal and a signed copy returned to the booster club.