



# Water Rats Parents Club Check Request

*Complete Form and Submit to Treasurer*

Parents and coaches should use this form to request a check from the Water Rat Parents' Club for for a cash advance or for reimbursement of a purchase, or purchases, made for the Water Rat Swim Team or the Water Rats Parents' Club, Inc. Coaches should report travel and training expenses on a Water Rat Swimming Expense Report and submit it to the head coach.

Payee: \_\_\_\_\_

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

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

Account: \_\_\_\_\_

Deliver to: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

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Approval: \* \_\_\_\_\_

★ *Must be approved by a Club co-president and/or treasurer.*