



REIMBURSEMENT REQUEST **Booster Club**

I, _____(print name), REQUEST REIMBURSEMENT FROM BOOSTER

ACTIVITY ACCOUNT Name _____ IN THE AMOUNT OF \$_____.

THESE FUNDS WERE USED TO PURCHASE THE FOLLOWING:

WITH PRIOR APPROVAL OF THE AD and Booster Club president. I UNDERSTAND THAT IF ITEMS WERE PURCHASED WITHOUT PRIOR APPROVAL, I MAY NOT BE ELIGIBLE FOR REIMBURSEMENT.

BCSD EMPLOYEE: ____ YES ____ NO

ALL **ORIGINAL RECEIPTS** & NECESSARY DOCUMENTATION ARE ATTACHED, TAPED TO A BLANK PAPER SO THAT EACH RECEIPT IS COMPLETELY VISABLE.

COACH SIGNATURE _____ DATE _____

ATHLETIC DIRECTOR SIGNATURE _____ DATE _____

BOOSTER CLUB PRESIDENT SIGNATURE _____ DATE _____