



HHHS Booster Club

Preauthorization Form

Turn in completed form with quotes/supporting documents to Joe Monmonier Athletic Director

Sport: _____

Head Varsity Coach: _____

Request: _____

Total Cost of all items requested: _____

AD Approval: Yes No Signature Athletic Director: _____

Principal Approval Yes No Signature Principal: _____

Booster Club President Approval: Signature: _____

Booster Club Treasurer Approval: Signature: _____

******Requests for Hotels Must Have Credit Card Authorization form and confirmation #'s attached**

******If a check needs to be sent please include payee name and address on supporting documents.**

Coach's Signature: _____

By signing this form I am requesting funds for the above items. I will not make any expenditures until the expenditures are approved.

For Booster Club Use Only:

Account: _____

Estimate or Actual Expense

CC or Check

Check # and Date Written: _____

Notes: _____