

Request for Funds/Expense Reimbursement

Marcus Boys Basketball Booster Club

Please staple ALL receipts to the back of this form. Make a COPY for your Files (including receipts) and turn in the form and attached receipts to the Treasurer.

Date: _____

Name of Requestor: _____

E-Mail address: _____

Make check payable to: _____

Mail or Deliver check to: _____

Using pen, list the items purchased, intended use and the amount of expenditures. Please Note: SALES TAX CANNOT be reimbursed By Booster Club.

	\$
	\$
	\$
Total:	\$

IMPORTANT: You must designate the exact amount to be debited to the Budget Accounts below.

Contracted Services: Accounting Fees Contracted Services: Program Design Contracted Services: Website/Email Travel: Playoff Ticket Expenses Travel: Tournaments Fees: Returned Checks Coaches Purchases: Major Equipment Coaches Purchases: Miscellaneous Equipment Coaches Purchases: Office/Video/Laundry Coaches Purchases: Coaches Misc. Concessions Banquet Catering Banquet Decorations Banquet Awards & Gifts Community Support Feeder School T-Shirt Gym Banners Homecoming Carnival Locker Room Signs Marauder Jaguar Classic Marcus Shootout Meet the Player Night Middle School Tournament Misc. Expenses Parent Donations/Awards Playoff Team Display Program Presidents Fund Scholarship	Scrapbook Senior Night Spirit Wear/Goods Team DVD Team Gear Team Gear - Uniforms Team Dinners Team Sponsorship Gifts Trophy Case Tournament Advertising Communications Other _____ Other _____	
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revised 6/10/2009

Amount paid: _____

Date: _____

Check #: _____

1st Officer: _____

2nd Officer: _____