

# Coaches Booster Buck Expense Request

Eagle Pride Booster Club

I would like to use \_\_\_\_\_ team booster bucks to pay for the items listed below.

\_\_\_\_\_: Reimbursement or \_\_\_\_\_: Credit Card Future Request

\_\_\_\_\_: In Person or \_\_\_\_\_: Pay to the Order of: \_\_\_\_\_

Mailed to: \_\_\_\_\_

Coach/Requester: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Signatures: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Coach/Date

Athletic Director/Date

Principal/Date

Quantity	Description of Item	Amount
	Subtotal	
	Shipping	
	Tax	
	Grand Total	

**NOTE:** Be sure to attach appropriate supporting documentation; typically this would be an invoice if payment is to be made to a vendor, or a receipt if the request is for reimbursement.

For Treasurer:

Check Number: \_\_\_\_\_ Noted to Booster Team Account: \_\_\_\_\_ Dated: \_\_\_\_\_

Check to: \_\_\_\_\_ Amount: \_\_\_\_\_ Added to QB: \_\_\_\_\_

CC: \_\_\_\_\_

Revised 11/6/2023