

Request for Check Payment/Reimbursement

Eagle Pride Booster Club

I hereby request payments/reimbursement for expenses incurred on behalf of the Booster Club as follows:

Requestor: _____

Activity: _____

Date Funds Needed: _____

Signatures: _____ | _____

Make check payable to: _____

Date	Item	Amount

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: _____