

MARCUS GIRLS SOCCER BOOSTER CLUB

Reimbursement Request Form

This form is used to request reimbursement for Marcus Girls Soccer Fundraisers/Program Expenses

Name of Person Making Request:

Requestor Email Address: (preferred or phone# in case of questions)

Amount Requested

\$

Date Requested

Payable to: (Name if different than the requestor):

Mailing Address for Payment: (Street, City, St., Zip)

Items Purchased (copies of receipts must be attached);

Please circle amounts requested on receipts, if combined with other fees

Comments or Special Requests

Expense Type (Please Circle):

Administrative
Website
Printing Expenses
Uniforms
Equipment
Scholarships

Tournament Fees
Senior Banners
Parent/Senior Night
Banquet
Video Camera/Batt.
Concessions

Coaching Dues/Training
Coaches Gifts
Travel Expenses
Sponsor plaques
Spiritwear
Practice Gear

Meetings/Parties/Signing Day
Community Support
Locker Room Decor
Banquet Video
Other

Booster Club Administration only

Budgeted Funds are available for this expense

Receipts provided match amount requested

Proper signatures provided, if over \$500.00

Date Request rec'd:

Check#:

Date delivered:

Delivered via:

US Mail

Provided in person

Other: _____

Signature of Board Chairperson:

Printed Name of Board Chairperson:
