



SCHS ALL-SPORTS BOOSTER CLUB EXPENSE/CHECK REQUEST FORM

ALL purchase requests must be approved in advance by Coach Dixon (Girls) or Coach Harrison (Boys), along with the All-Sports Booster Club Board, must be within budget, and accompanied with supporting documents.

EXPENSE/CHECK APPROVAL DETAILS	
Make check payable to: _____	
Amount \$ _____	Date _____
Description of item to be reimbursed or purchased: _____ _____	
Requested by (print name): _____	
Sport: _____	
Requested by (signature): _____	
Check to be (Circle one): Picked up by Requestor or Mailed to vendor	
<u>(If check is being mailed)</u>	
Contact Name: _____	
Address: _____ _____	
NOTE: All requests for purchase or reimbursement must follow all UIL student athlete guidelines, be within 30 days from the date incurred, and must be accompanied with supporting documents. Failure to follow this procedure may result in disallowance of the request.	

----- All-Sports Booster Club Treasurer's Use -----

Date Paid: _____ Check #: _____

Check payable to: _____

Check signed by (1): _____ Check signed by (2): _____

Sport check requested for: _____