

TC Williams Cross-Country and Track/Field Boosters Reimbursement or Check Request Form

Today's Date: _____

Activity: _____

Check Payable to: _____

Amount: _____

Signature of person requesting check: _____

-Boosters will only reimburse expenses that have been listed in the budget adopted by the general membership, or by approval of the Board of Directors before the expense occurs.

-Each reimbursement form must be signed by the person requesting reimbursement.

-Reimbursement forms should be for one activity only.

-A receipt or invoice (not an estimate of expenditures) is required for all Reimbursement/Check requests. In addition, reimbursement will not occur for services yet to be rendered unless so specified in a contract.

-Reimbursement requests must be submitted within 30 days of the expense. After 30 days, reimbursement is at the discretion of the Board of Directors.

-The 30th day of June is the last day of the Boosters' fiscal year. Expenses which occur before June 1st of that year will not be reimbursed after June 30th.

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Treasurer's Use Only

Check Number: _____ Date of Check: _____

Budget Line Item: _____