

Ridgecrest Intermediate School Booster Club

Disbursement Request Form

Instructions:

1. Fill out all information and attach all ORIGINAL invoices/receipts to this form. (Keep copies for your own records.)
2. Leave in the **Booster Box** located in the front office.

NOTE: Payments must be for expenditures that were previously approved/released in the budget. Approval must be granted for any expenditures not previously approved.

Please Circle One: Club Expense Event Expense Cotillion Expense

Requested by: _____ Date: _____

Purpose: _____

Trimester (*Check all that applies*) **1** **2** **3** **ALL**

Itemize individual expenditures: _____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total expense:	\$	_____

Make check payable to: _____

Delivery Address: _____

For mailing, please attach self-addressed, stamped envelope.

To be Completed by President or Cotillion Coordinator

Request Approved by: _____

Expense Pre-Approved Date: _____

Budget Line Item/Category: _____ Amount: \$ _____

To be completed by Treasurer:

Date released: _____

Check #: _____ Date: _____

Treasurer's signature: _____

Notes: _____