



Soleado Booster Reimbursement Form

Instructions:

1. Fill out all information and attach all ORIGINAL invoices/receipts to this form. (Keep copies for your own records.)
2. Have expenses approved and signed by the appropriate Officer/Chair.
3. Leave in the appropriate treasurer's box in the Parent Resource Room.

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

Circle one: **Booster General** **Classroom Funds**

Requested by: _____ Date: _____

Position/Committee: _____

Purpose/Event: _____

Itemize individual expenditures: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total expense: \$ _____

Make check payable to: _____

Delivery method: Mail Officer's Box: _____ Rhonda
(Check one.) (Box Title)

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

Request approved by: _____ Position: _____

Budget line item/Category: _____

To be completed by Treasurer:

Date released: _____

Check #: _____ Date: _____

Treasurer's signature: _____

Notes: _____