

# RMHS ATHLETIC BOOSTER CLUB

[www.rmboosters.org](http://www.rmboosters.org)

## REQUEST BY TEAM FOR EXPENDITURE OF FUNDS

**Note: All requests must be completed by the team coach and submitted to the Athletic Director. Funds may not be expended until approved by the Athletic Director and the Booster Club.**

Team: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Coach: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Reason/purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check to be made payable to: \_\_\_\_\_

Address to be mailed to:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Team Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Booster Club President: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If the expenditure of funds is approved, appropriate receipts or other supporting documentation must be submitted to the Athletic Director for submission to the Booster Club before the check will be issued.**

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For Booster Club/Treasurer use only:

Check #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Charged to: \_\_\_\_\_

Recorded: \_\_\_\_\_