



CHEER BOOSTER CLUB REIMBURSEMENT FORM

Please use this form to request reimbursement for any funds payable by BHS Cheer Booster Club. If you have any questions about whether an item is reimbursable, please check with Booster Presidents or Treasurer before spending any money.

Proof of purchase such as a receipt or screenshot of paid order MUST accompany your request.

Request should be emailed to bellevuecheerboosters@gmail.com

Email (required): _____

Amount to be reimbursed (required): _____

Pay to (required): _____

Payee Address (required): _____

Explanation of what funds were used for. (required): _____

Please deliver my payment:

☐ In person

☐ By mail

Authorization: I certify that the above expenses were incurred for official nonprofit purposes and that receipts are attached.

Signature of Requestor: _____ Date: _____

Approved by: _____ Date: _____