

BEast ATHLETIC BOOSTERS CLUB DISBURSEMENT REQUEST FORM

Submit to:
 Julie Collins
 1401 High School Drive
 Bellevue, NE 68005
 Collinsj2@cox.net

Date: _

Submitted by: _

Check Payee: _____ Amount: \$_

Invoice Number/Memo: _

Special Instructions (if not to be mailed directly to payee):

Expense Account	(X)	Memo	Amount
Fund Raising			
Chieftain Forever Banquet			
Gatorade Scrimmage			
Seasonal Banquet			
Trivia Night			
Raffle			
Hospitality			
Postage			
President Discretion			

Payment Authorization: _

Every request must be accompanied by either receipts (you already purchased it) or an invoice (BEast ATHLETIC BOOSTERS is being billed for purchase)