

West Seattle Booster Club Check Request Form

4701 SW Admiral Way, PMB #211 | Seattle, WA 98116 | WestSeattle.Booster.Treasurer@gmail.com

Use a separate form for each payee. Only electronic submission is accepted.

Email request form & supporting documents to: **WestSeattle.Booster.Treasurer@gmail.com**

Receipts, invoices and/or other supporting documentation must be included. Don't have access to a scanner? Get the free **Tiny Scanner** app for your smartphone! Checks will be issued once per month. **Requests submitted by the 30th will be processed by the 7th of the following month.**

Make check payable to: _____

Sport/Club/Organization: _____

Date	Brief Description of Use of Funds	Expense Code (see below)	Amount Requested
Total			

If check is to be mailed, where should it be sent?

Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Requested By: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Expense codes

EC - concession supplies

EF - fundraiser expenses

EI - inventory costs (athletic bags, fan wear, socks, scarves)

ES - stipends, clinics & instruction, awards, gifts, team building, banquets

ET - tournament/camp/competition/league fees, travel (hotel/food/gas), gym/venue rentals, green fees/range balls, food for team games/matches

EU - uniforms, equipment, team gear, instruments, sheet music

Booster Club Treasurer:

Check # Issued: _____

Date Processed: _____