2019 – 2020 Westwood Cheer Booster Club

Reimbursement / Expense Form

Please fill out this form and accompany any request for expense reimbursement from the Westwood Cheer Booster Club. All receipts should be listed separately. Please total the reimbursement amount you are requesting at the bottom of the column. Attach all original receipts to this form and mail to the Booster Club address below.

Date _____

Requested by: Name _____ Phone _____

Make Check Payable to _____

Address _____ City/State_____ Zip _____

Activity / Event _____

Itemized Expenses			
Date	**Vendor/Supplier**	**Description of Items Purchased**	**Amount**
Total Due			

Send to:
Westwood Cheer Booster Club Treasurer
Andrea Roth
rothab722@gmail.com

For Treasure's Use Only:
Check #: _____
Total Paid: _____
Date: _____
By: _____