



2018 – 2019 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 and 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			

Westwood Cheer Booster Club Treasurer
PO Box 170541
Austin, TX 78717

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