



## WALTER JOHNSON HIGH SCHOOL BOOSTER CLUB DISBURSEMENT REQUEST FORM

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Committee/Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description/Purpose: \_\_\_\_\_

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**A) Bill to Be Paid (Attach Invoice) -**

Payable To: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**B) Reimbursement of Expenses Incurred (Attach Receipts) -**

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**C) Board Approved Expenditure -**

Payable To: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Add'l Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(In lieu of hard copy you can scan/email to [annmcgr@gmail.com](mailto:annmcgr@gmail.com) with all attachments.)

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**Treasurer Use Only –**

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_

Comments: \_\_\_\_\_