WALTRIP RAM BAND
BOOSTER INC

Financial Request Form

Revised June 2025

Type of Request:

☐ Pre-Approval Request: I am requesting funds in advance for an upcoming band-related expense. If the amount requested is over $100, this form must be submitted at least two weeks before the funds are needed. Estimated cost and purpose must be detailed below.

☐ Reimbursement: I am requesting reimbursement for an approved expense. Receipts or invoices must be attached.

☐ Check Request: I am requesting a check to pay a vendor or service provider directly for an approved expense. Please include payee information and any supporting documentation.

Date of Request: _____ **Submitted By:** _____

Make Check Payable to: _____

Address: _____

	TOTAL:	

IMPORTANT: <u>SIGNATURES ARE REQUIRED ON EVERY FORM</u>. IF THE BOOSTER PRESIDENT IS UNAVAILABLE, THE VICE PRESIDENT MAY PROVIDE HIS OR HER SIGNATURE.

_____

Signature of Person Submitting

_____

Signature of Booster President (or Vice President if unavailable)

---------- FOR TREASURER USE ONLY ----------

Date Paid/Deposited: _____ Check No. _____ Note: _____