

Blaine Dance Boosters

Reimbursement Request

I request reimbursement from Blaine Dance Boosters for expenses incurred as a result of conducting official Boosters business. Per the IRS, the expense must support the not-for-profit purposes of Blaine Dance Boosters.

The expenses listed below were incurred in connection with authorized Blaine Dance Boosters work and were not otherwise reimbursed to me.

Signature: _____ Date: _____

Purchase Date	Item(s)	Purpose	Place of Purchase	Amount Requested
			TOTAL	\$

Make Check Payable to: _____ (please print)

Address _____

City _____ Zip _____

Please allow one week for processing time. Questions? Email:

BlaineDanceBoosters@gmail.com

To be completed by Treasurer:

Check Date: _____ Check Number: _____ Amount: _____

Date Recorded in QuickBooks: _____