



Reimbursement Voucher

Kentridge High School Booster Club

All Team Reps when issuing reimbursement checks need to fill out this form (along with the appropriate receipts) attached and give it to the **KRHSBC Treasurer** no later than the date of the "Annual" Booster Club meeting in June. This form (along with the receipts) will become part of the Club Permanent Files. These permanent files are required to maintain the Club's "Non-Profit/Tax Exempt" status. It is the Team Rep's responsibility to fill out this form, not the Treasurer's. Thank you.

Team Rep: _____

Representing: _____

Phone: _____

Date: _____

Source of Reimbursement: _____

	<u>Explanation of Expenses</u>	<u>Amount</u>
1)	_____	\$ _____
2)	_____	\$ _____
3)	_____	\$ _____
4)	_____	\$ _____
5)	_____	\$ _____
6)	_____	\$ _____
7)	_____	\$ _____
8)	_____	\$ _____

Total Reimbursement Amount: \$ _____

Check Payable To: _____
Print Name

Signature

Signature of Team Rep: _____

Check #: _____

Date: _____

For Booster Club Treasurer's Use Only

Bank Statement Reconciliation:

Check #: _____

Date: _____

Check Amount: _____

Treasurer's Signature/Date: _____