

**ANN ARBOR HURON HIGH SCHOOL
ATHLETIC BOOSTER CLUB
PAYMENT REQUEST FORM**

<i>Payment Information</i>
Check# _____
Date Paid _____

Date: _____

Check Payable To: _____ **Amount: \$** _____

Send To: _____

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Requested By: _____ **Team:** _____

Telephone Number: _____ E-Mail Address: _____

Purpose of Expenditure:

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Banquet Expenses | <input type="checkbox"/> Coaches Fees | <input type="checkbox"/> Entry Fees |
| <input type="checkbox"/> Equipment/Supplies | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Player Awards |
| <input type="checkbox"/> Team Clothing/Uniforms | <input type="checkbox"/> Team Meals | <input type="checkbox"/> Team Travel |
| <input type="checkbox"/> Other, Explain: _____ | | |

Remarks: _____

<u>GENERAL OR SPECIFIC SPORT'S ENCUMBERED FUND</u>	<u>AMOUNT</u>
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Pay the amounts indicated below from this team(s) account:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Attach receipts/documentation and submit this form **with the signature of** an authorized person* to the Athletic Booster Club Treasurer. Forms missing receipts/documentation or signatures from individuals on the authorized signer list will be returned to the teams mailbox.

Place requests in the Booster Club mailbox, available in the Athletic Office or send by email to acast@umich.edu (Antoinette Hopper).

Payments from a sport specific Encumbered Fund are expensed at the discretion of the team's Head Coach and/or duly authorized designee (ex: *The Authorized Signer, Athletic Secretary or Athletic Director*). Payments from the Booster Club's General Fund **must be approved by the Executive Board** prior to purchase.

Two (2) signatures are required for requests of \$500 or more to a single payee. Two signatures are also required if the dollar amount, for a single payee, is over \$500 across multiple request forms.

Approved by: Print Name _____	Approved by: Print Name _____
Signature _____	Signature _____