

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

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

Date: _____

Requested by: _____

Telephone Number: _____

E-Mail Address: _____

.....

Transfer To: _____ **Amount: \$** _____

_____ **Amount: \$** _____

_____ **Amount: \$** _____

Purpose of Expenditure:

- | | | |
|----------------------------|------------------|-------------------|
| ___ Banquet Expenses | ___ Coaches Fees | ___ Entry Fees |
| ___ Equipment/Supplies | ___ Fund Raising | ___ Player Awards |
| ___ Team Clothing/Uniforms | ___ Team Meals | ___ Team Travel |
| ___ Other, Explain: _____ | | |

Remarks: _____

GENERAL OR SPECIFIC SPORT'S ENCUMBERED FUND **AMOUNT**

Transfer funds from the team(s) indicated below:

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

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.

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 _____