



Reimbursement or Funds Request

Juanita High School Booster Club
10601 NE 132nd St
Kirkland, WA 98034

INSTRUCTIONS: Please email completed form to finance@juanitahsbc.com. Include all receipts and invoices (scans or photos are preferred).

Today's date:

Date required:

Requested by:

Phone number:

Email:

Team/Club:

Purpose:

PAYMENT INFO: checks are typically mailed directly from the bank within approximately five business days.

Check payable to:

Address:

Payee phone number and email:

Special instructions:

Amount requested:

SIGNATURE APPROVALS: By typing your name, you confirm that all the information provided is accurate and truthful to the best of your knowledge.

Approved by Coach/Activity Director:

Approved by Parent Rep:

*****Athletic Director signature required for reimbursements in excess of \$1,000.*****

Approved by Athletic Director: