



**Reimbursement or Funds Request
Juanita High School Booster Club**

9805 NE 116th ST #7352
Kirkland, WA 98034

*Please attach Receipt/Invoice to back of this form at upper left corner and
Mail requests to the address above or deposit in Booster Club Mailbox in the office at JHS
Once turned in, or for questions, please Email treasurer at: finance@juanitahsbc.com*

Today's Date: _____ Date Required: _____

Requested By: _____ Activity/Sport: _____

Requester Phone Number: _____

Requester Email: _____

Check Mailed? Yes or No

Check Payable to: _____

If Mailed, Address: _____

Payee Phone Number and Email: _____

Special Instructions: *(i.e.: ready for pick up or mailed out)*

Amount Requested: \$ _____ Purpose: _____

Approved by Coach/Activity Director: _____

Approved by Parent Rep: _____

(print your name and sign)

REIMBUREBEMENTS FOR UNIFORMS, EQUIPMENT, AND/OT TRAVEL EXPENSES IN EXCESS OF \$1,000 MUST ALSO
HAVE SIGNATURE OF JHS ATHLETIC DIRECTOR.

Approved By Athletic Director: _____

For JHSBC Treasurer or President Use

Date Check Issued:

Date Received:

Check Number:

Account:

Purpose:

Amount: \$