



ATBC Check Request

Please submit this form along with original receipts (photo copies are not accepted) for reimbursement

REMINDERS:

- No purchases should be made without prior approval. If a purchase is made without approval, you will not be reimbursed. Please communicate directly with Shelly Mendel or Jennifer Johnson,, Booster Club President & Treasurer, for all BOOSTER CLUB purchases: shelly.mendel@gmail.com and jennifer@johnson-cpa.com. Please communicate directly with Tallenette Director, Caitlin O'Neill, for all Tallenette activity purchases (caitlin.oneill@allenisd.org). Sales Tax is **not** reimbursable. Please print a copy of the Sales Tax Exemption Certificate and use it when you make purchases on behalf of the organization. Treasurer will maintain a copy.

PURCHASE INFORMATION: Complete the information below. Then print and sign this form. Submit to the Treasurer with receipts.

Name of Event:

Date of Purchase/Event:

Committee:

Committee Chairperson's
Name:

Purchase Description:

Date Submitted:

Amount Requested for
Reimbursement:

REIMBURSEMENT INFORMATION:

Name:

Phone Number:

Address:

APPROVAL (must have two signatures for reimbursement):

VP of Committee Approval:

Executive Approval:

Accounting Information:

Ck#

Amt \$

Date