

Boosters In Lieu of Receipt Form

In Lieu of Receipt Form

SCHOOL: _____

The following expenditure was made from Booster funds. A receipt, invoice or other required back-up documentation is not available.

Check Payable To: _____

Date payment was made: _____

Amount of payment: _____

Purpose of expenditure _____

Purpose of expenditure: _____

Reason back-up documentation could not be obtained: _____

I certify that this expenditure was made for the purpose stated above, and that every effort was made to obtain the required back-up documentation.

President of Booster Club (Signature)

(print name)

Date