



## WALTER JOHNSON HIGH SCHOOL BOOSTER CLUB DISBURSEMENT REQUEST FORM

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Date: \_\_\_\_\_ Requested By: \_\_\_\_\_  
Committee/Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Description/Purpose: \_\_\_\_\_

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**A) Bill to Be Paid (Attach Invoice) -**

Payable To: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**B) Reimbursement of Expenses Incurred (Attach Receipts) -**

Payable To: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Address: \_\_\_\_\_

**C) Board Approved Expenditure –**

Payable To: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Date Approved: \$ \_\_\_\_\_

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Please email form and attachments to [shadietrich@hotmail.com](mailto:shadietrich@hotmail.com), or mail to Shannon Dietrich, 7070 Wolfree Lane, Rockville MD 20852.

**Treasurer Use Only**

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_

Comments: \_\_\_\_\_

