

2019-20 Request Form for WHS Booster Funds

Advisor/Coach _____ Activity _____

Phone # _____ Email Address _____

- # of Students actively participating in this activity _____
- I would like the BC to help offset the cost of my program awards (\$7 each). Indicate # of participants above.

STEP #1 – The Request (COMPLETED BY ADVISOR/COACH)

Please give a short explanation of what you are requesting and how it will be used. Include a short history of why this is needed. Please visit www.whsbooster.com under “About Us” to find our Request Guidelines. *Note that all items purchased with money from the Booster Club must remain property of Washington High School.*

<u>Submit by Date:</u>	<u>Meeting:</u>
7/30	8/5
9/5	9/12
9/30	10/7
10/28	11/4
11/25	12/2
No January Meeting	
1/27	2/3
2/24	3/2
3/30	4/6
4/27	5/4
5/25 (last request)	6/1

- Dollar Amount Requested _____

Principal's Signature (Required) _____

Please place completed form in the Booster Club mailbox. It will be reviewed at our next Executive Board Meeting.

STEP #2 - The Decision (COMPLETED BY BOOSTER CLUB)

Date Received by Booster Club _____ Approved _____

Notes:

STEP #3 – Payment Processing- Final Invoice must be presented to the BC by September 1, 2020

When the invoice has been paid by your TNA Account, please attach a copy of the paid invoice to this form and place both in the Booster Club mailbox; payment will be made to the TNA Account based on the paid invoice up to the amount approved.

Check # _____ Date Paid _____