

Cypress Woods Crimson Cadettes Booster Club

P.O. Box 1038

Cypress, TX 77410-1038

### REIMBURSEMENT / CHECK REQUEST FORM\*

Pay to: \_\_\_\_\_

Invoice #: \_\_\_\_\_

Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Expense Category:**

Team Supplies

Choreography

Summer Costs

Poster Ads

Dance Clinic

Golf Tournament

Fundraisers

Fall Banquet

Costumes

Costume Maintenance

Solo/ Ensemble

Champions Contest

Competitions

Props

Show Offs

Spring Show

Cadette Ball

Spirit Sales

Social Board

Membership

Team Travel

Team Meals

Senior Expenses

CCBC Expenses

Description:	Amount \$:

**Sub-Total:** \_\_\_\_\_

**Less Any Sales Tax: -** \_\_\_\_\_

**Total Reimbursement:** \_\_\_\_\_

Request submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date approved: \_\_\_\_\_

Signature (President / Treasurer): \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check No: \_\_\_\_\_

**\*Must attach all receipts and documentation**