



Rush-Henrietta Booster Club

Best Practices for Money Requests

For Reimbursement(after paying for the item(s)/ service)

Fill out Booster Money Request form (updated 11/18) and hand in with either of the two items listed below along with a detailed description of what the money was used for.

- 1) Receipts- paper from the register or handwritten bill of sale on letterhead, or email signed with name of the business
- 2) Paid invoices- computer generated or handwritten on company letterhead indicating what was purchased.

Money request (when nothing has been paid yet)

Fill out Booster Money Request form (updated 11/18) and hand in with one of the following (depending on what the request is for) along with a detailed description of what the money is being used for.

- 1) Invoices- computer generated or handwritten on company letterhead indicating what is being purchased.
- 2) Donations need to have a letter stating the team wished to make a donation to "x" in the amount of "y".
- 3) Fees paid to refs/ judges- need an email from who is requesting the payment and amount, then signed by ref/ judge.