



# *Reimbursement Form*

## **Coppell Tennis Booster Club**



Date of Request: \_\_\_\_\_

Total Amount (**EXCLUDING SALES TAX**): \_\_\_\_\_

- Tax only reimbursed with prior authorization from Treasurer. Tax Exempt form available

Budget Code (See Below) and Description of Purchases:

Submitted By : \_\_\_\_\_

Please reimburse me via Zelle using the following cell phone number or email address: \_\_\_\_\_:

Or

Make Check Payable To; \_\_\_\_\_

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

- Receipts or invoices are required. Reimbursement can not be made without documentation.
- Submit for reimbursement within 60 days.
- Describe the items in the space above.
- Make a copy for your records.
- Email [treasurerchstennis@gmail.com](mailto:treasurerchstennis@gmail.com) or hand to the treasurer at the monthly booster club meeting. Scanning receipts and sending an email is great – please be sure to include all of the info in the body of the email (amount, payable to, mailing address, description)

**Budget Codes**

- 1 – Membership
- 2 – Uniforms
- 3 – Spirit Store
- 4 – Flower Sales
- 5 – Scholarships
- 6 – Travel/Tournaments
- 7 – Banquet Expenses
- 8 – Fees: Administrative, Clerical, Sundry Items
- 9 – Tennis Center Improvement
- 10 – Team Celebrations

**For Treasurer’s Use**

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

Check # or Payment Type: \_\_\_\_\_

Amount: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Budget Code: \_\_\_\_\_