

# HUDSON BOOSTERS INC.

## Payment/Reimbursement Request/Authorization Form

The member requesting reimbursement or payment must complete this request form before funds will be disbursed by the Club Treasurer.

Advance authorization should be acquired in advance of purchase orders whenever possible. Then, after an invoice (and delivery) is received, this form should be submitted for payment.

Payment in excess of **\$100.00** will not be disbursed without the Authorized Signature.

By requesting payment, the member is insuring the expenditure is authorized by the Boosters or the Committee. If in doubt, get the authorization signatures before obligating the Booster Club Inc. for payment. All related invoices, purchase orders, delivery tickets, etc. must be attached to this request.

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Today's Date:

Date Payment to be made by:

Payee:

Mailing Address:

City, State, Zip:

Purpose of Payment

Item	Description of goods or service	
1		\$
2		\$
3		\$
4		\$
5		\$
	Total requested:	\$

Program/Committee Charged to:

Requested by:

Phone #

**Electronic Signatures (type name, and check box)**

Requestor Name:

I certify that the charges listed above are only for Booster approved business expenditures.

Approver Name:

Program/Committee Head:

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Treasurer Use Only

Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ by: \_\_\_\_\_