

West Seattle Booster Club Check Request Form

4701 SW Admiral Way, PMB #211 | Seattle, WA 98116

Use a separate form for each payee. Only electronic submission is accepted. Email this form & supporting documents to: **Treasurer@WSBooster.org**

Receipts, invoices and/or other supporting documentation must be included. If you don't have a scanner, there are some free scanner apps available for your smart phone!
Checks will be issued TWICE per month, around the 1st and 15th during the school calendar (September - June) and ONCE per month in July & August.

Make check payable to: _____

Sport/Club/Organization: _____

Date	Brief Description of Use of Funds	Expense Code (see below)	Amount Requested
Total			

If check is to be mailed, where should it be sent?

Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Requested By: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Expense codes

EC - concession supplies

EF - fundraiser expenses

EI - inventory costs (athletic bags, fan wear, socks, scarves)

ES - stipends, clinics & instruction, awards, gifts, team building, banquets

ET - tournament/camp/competition/league fees, travel (hotel/food/gas), gym/venue rentals, green fees/range balls, food for team games/matches

EU - uniforms, equipment, team gear, instruments, sheet music