

KAHS Athletic Booster Club (Turn page for details)

Deposit *

Sport _____ Total Amount to Deposit _____

\$ Amount Cash _____ Number of Checks _____

\$ Amount Checks _____ Person dropping deposit _____

Reason:_(Example: Summer Camp Fees Collection; Car Wash fundraiser, etc.)

Reimbursement Request**

Sport _____ \$ Amount _____

Receipt/Invoices are attached or have been emailed (Check box to acknowledge) ☐

Reason: __ (Example: Purchased Team shirts)

Payee Name _____

Mail Check to this Address: _____

Drop Check at School? Yes/No Head Coach signature _____

Payment Request ***

Sport _____ \$ Amount _____

Invoice is attached or has been emailed (Check box to acknowledge) ☐

Send Check to: (Payee Name and Address)

Reason: __ (Example: Purchased

Jerseys _____ Head Coach

Signature: _____

KAHS Athletic Booster Club

(Turn page to process Deposits, Reimbursements, and Payments)

- **This form must be used to make deposits, request reimbursements, and request payments directly to/from Individual Program Accounts.**
- **Only complete one section of this form (Deposit/Reimbursement/Payment) All fields in your section must be completed.**
- **Multiple transactions require one form per transaction.**
- **Booster will accept forms electronically to kahsbooster@yahoo.com or as a physical copy dropped in the Booster mailbox located in the Kamiakin Office.**
- **Deposit ***
 - Your deposit drop must include this form with the completed deposit section of this form.
- **Reimbursement Request ****
 - You must have the amount of the requested funds available in your individual program account at the time of your request.
 - Receipt/Invoice has to be included to process your request in addition to this form with the Reimbursement Request section completed.
 - Please allow about 5-10 business days for the request to be completed.
 - Head Coach signature is required.
- **Payment Request *****
 - You must have the amount of the requested funds available in your individual program account at the time of your request.
 - Receipt/Invoice has to be included to process your request in addition to this form with the Payment Request section completed.
 - Please allow up to 3 weeks for the request to be completed.
 - Head Coach signature is required.