

Royals Booster Club

Payment / Reimbursement Request Form

Reimbursement
 Payment to vendor
 Debit Card Purchase
 Mail

Printed name of Board member approving payment: _____

Signature of Board member approving payment: _____ Date: _____

Date requested: _____ Requested by: _____

Requestor phone: _____ Requested amount: _____

Check should be made out to: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

- **Please check the appropriate category below. Please use one form per category.**
- All purchases should be made using the approved Texas Sales and Use Tax Exemption Certification. Sales taxes are not reimbursable.
- Attach all original receipts / invoices, request approval from respective board member and give approved form and receipts to Mrs. Richter, or Treasurer, Shanna Mulbauer. Please email rphsroyalstreasurer@gmail.com to let us know you have a pending request.
- Payments could be delayed if form is submitted without proper approval and/or original receipts/invoices.
- Payments to Board members require PTO President approval.
- All efforts will be made to reimburse within 7 days of request. If reimbursement check is lost, a new check will not be written to replace it.
- Payments to an individual (not a corporation) for services rendered of \$600 or more in a calendar year require IRS Form W-9. For tax purposes, at the end of the calendar year, the organization will issue a corresponding IRS 1099-MISC.

Socials:

- Room & Camp Decorations
- Can Night
- Halftime/Homecoming (circle one)
- Fall Festival/Senior night
- Birthday Gifts/Treats (circle one)
- Candy & Rewards
- Sleepover
- Christmas Gifts/Party (circle one)
- Contest Show off bags

Other operating expenses:

- Insurance
- Trailer
- Supplies
- Accounting Software
- Accounting & Legal Fees
- Banking Fees
- Scholarships
- Additional Clinicians/Judges

Publicity:

- Website / Domain hosting
- Publicity - Other expense

Contest:

- Costumes – Officer or Team (circle one)
- Choreography - Officer
- Choreography – Team
- Music
- Contest Consultant
- Competition Meals
- Equipment Rental
- Props
- Additional Costumes
- Contest Shirts
- Supplies & Materials

Banquet:

- Meals
- Plaques
- Gifts
- Photo Books
- Decorations

Fundraising:

- Car Wash
- Cuties
- Dance Clinic
- Spring Show
- Merchandise
- Poinsettias
- Crowd Pleasers
- Pizza Sales
- Fill My Dance Card

Members/Sponsorship:

- Memberships/Sponsorships

Camp & Fall Activities:

- Football Season/Homecoming meals
- Master Class

Please provide a brief explanation of purchase: _____

Treasurer Use Only: Date Paid _____ Check # _____ or Debit Card
Date of Board Approval amount exceeding \$500 _____