

WCHS BOOSTER CLUB

REQUEST FOR REIMBURSEMENT

Complete the information below and return this form and all relevant receipts electronically by email – or – in hard copy by US mail or deliver to the Main Office to:

Winston Churchill High School
ATTN: WCHS Booster Club Treasurer
11300 Gainsborough Rd.
Potomac, MD 20854
wchsboostertreasurer@gmail.com

Form Submitted by: _____

Please make check payable to: _____

Mailing Address: _____

Email: _____

Phone Number: _____

Amount: _____

Team/Committee/Activity: _____

(e.g., "Co-ed Volleyball" or "Concessions")

Purpose: _____

(e.g., "new team nets" or "supplies for concession stand")

Itemization of Expenses

Account	Vendor	Description	Amount