

## RHS KILTIE BAND BOOSTER EXPENSE FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Receipt	Vendor Name	Description	What is it for?	Approved By	Amount
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
				<b>TOTAL OWED:</b>	\$

Signature: \_\_\_\_\_

Purchase method:    \_\_\_ Personal Payment - reimbursement needed  
                           \_\_\_ Booster Credit Card - (Check one) \_\_\_ Directors Account or \_\_\_ General Account  
                           \_\_\_ Vendor Payment - Invoice from vendor that needs to be paid



*Email completed form and all supporting receipts to the Treasurer, Patricia Tarlton, at [dgtarlton@yahoo.com](mailto:dgtarlton@yahoo.com).  
 Incomplete forms or missing receipts may result in delay in reimbursements.*