

# FARRAGUT FAN CLUB

## PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

Attach All Invoices and Receipts to This Form

Date \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Draw Check to (if different from above) \_\_\_\_\_

### EXPENDITURE WAS RELATED TO (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Art Supplies/Equipment                  | <input type="checkbox"/> MakerSpace                |
| <input type="checkbox"/> Art Teacher                             | <input type="checkbox"/> Music/Theater/Dance       |
| <input type="checkbox"/> Artworks! _____                         | <input type="checkbox"/> Nutritionist              |
| <input type="checkbox"/> Choir/Bells/Pianist                     | <input type="checkbox"/> Other: _____              |
| <input type="checkbox"/> Direct Donations                        | <input type="checkbox"/> Playground Balls          |
| <input type="checkbox"/> FFAST                                   | <input type="checkbox"/> Printing/Postage/Supplies |
| <input type="checkbox"/> Fan Club Meetings                       | <input type="checkbox"/> Science Materials         |
| <input type="checkbox"/> 5 <sup>th</sup> Grade Activities: _____ | <input type="checkbox"/> Spanish                   |
| <input type="checkbox"/> Fox Trot                                | <input type="checkbox"/> Spiritwear                |
| <input type="checkbox"/> Garden                                  | <input type="checkbox"/> Teacher Education         |
| <input type="checkbox"/> Insurance/Taxes/Regulatory              | <input type="checkbox"/> Technology: _____         |
| <input type="checkbox"/> Library                                 | <input type="checkbox"/> Website                   |

**Total Expenditure** \$ \_\_\_\_\_

**Reimbursement Claimed\*** \$ \_\_\_\_\_

**Not Claimed, Donate to Fan Club** \$ \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*All reimbursement requests must be made within 60 days after the end of an event or activity.*

*Please submit this form and all original receipts and keep copies for your own records. Place originals in the Fan Club mailbox in the school's front office, Attention: Fan Club President.*

### For Office Use

Approved by \_\_\_\_\_

Check # \_\_\_\_\_

Date \_\_\_\_\_

Amount \$ \_\_\_\_\_

Farragut School Booster Club (dba Farragut Fan Club) is a qualified 501(c)(3) tax-exempt organization  
Tax ID # 95-4486978