

Westlake Demons Athletic Boosters (WDAB)

Request for Payment

Please complete this form in order to be reimbursed or expenses incurred on behalf of the Westlake Demons Athletic Boosters. Original receipts or invoices must be submitted with this form and detailed below.

Coaches - Drop off or email requests & invoices/receipts to Carrie rendziakc@wlake.org

Requested By:	Please check one:
Name:	Will be picked-up at the next WDAB meeting
Phone:	Will be picked-up in the Athletic Office
Email:	Send to vendor listed on invoice
Team/Committee:	Payable to: <small>(if different than requested by)</small>

Place of Purchase (please list each receipt separately)	Items Purchased (please list)	Amount (minus sales tax)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
IRS Tax Exempt Number: 23-7405721 Please Note: Sales Tax cannot be reimbursed. Use the Blanket Exemption Certificate when making purchases to avoid paying tax.		Receipt Total: \$ Total due to requester: \$

Signature of Requester: _____ Date: _____

Treasurer Use Only		
Total Team/Committee/Event Budget: _____	Budget used including this payment: _____	
Budget used to date: _____	Budget Amount Remaining: _____	
Check #: _____	Date: _____	Account Posted to: _____
Signature of Treasurer: _____		

WDAB - Treasurer Betsy Burkey
wdabtreasurer@gmail.com