

Select one:

Check Request

Transfer



Instructions: Each request requires two approvals from each team for reimbursement (example: coach & manager). Submit to HMBSC Treasurer for review and submission to Boys & Girls Club. Treasurer or other Board member must be one of the approvals.

	Print Name	Signature
Approval #1		
Approval #2		
Approval #3		

Please provide the following information

Date Submitted: \_\_\_\_\_ From: \_\_\_\_\_

Purpose of Expense: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mail Check to: \_\_\_\_\_

**Account funds to be withdrawn from (select one per check request)**

**Boys**

HMBSC 99B	HMBSC 01B	HMBSC 03B Black	HMBSC 04B Black
HMBSC 04B White	HMBSC 05B Black	HMBSC 05B White	HMBSC 06B Black
HMBSC 06B White	HMBSC 07B Black	HMBSC 07B White	

**Girls**

HMBSC 01G	HMBSC 03G Black	HMBSC 04G Black	HMBSC 04G White
HMBSC 05G Black	HMBSC 05G White	HMBSC 06G Black	HMBSC 06G White
HMBSC 07G Black	HMBSC 07G White		

**Other (if a General Fund reimbursement please indicate the budget line item)**

Snack Shack	General Fund		

Please summarize expenses below. If more space is required, please use the back of this form. Attach detail to support expenses. Thank You!

**Description**

**Amount**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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