

Reedy Booster Club Debit Card Expense Form

Activity or Event: _____

Description of Expenditure: _____

This form must be completed, documentation attached (receipts or invoices) and signed by the authorized board member.

All debit card expense forms and receipts must be emailed no later than 2 business days after expense occurred to: reedyboosterclub@gmail.com
Subject: Debit Card Expense

Total Funds Expended: _____

Date of Expense: _____

Vendor (s): _____

Expensed by:
(Print Name) _____

Authorized Board
Member Signature: _____

Date Received by
Treasurer: _____

Treasure Signature: _____