



2008-2009 EXPENSE FORM

SEND ME A CHECK

CONSIDER THIS A DONATION:

the Crew Boosters' Treasurer will only send an acknowledgement letter for expenses over \$250

- Use this form when submitting Crew expenses.
- Submit all expenses to the Crew Treasurer; do not submit directly to school.
- Have all expenses over \$250 approved by Booster Co-Presidents Kathy & Peter Prominski
- Submit all expenses for the season by June 15, 2009.
- To submit a reimbursement: send the completed form, attach original receipts
- To submit a donation: send the completed form with copy of the original receipts

*Send all paperwork to the Booster Treasurers
Rick & Diane Johnston, 7006 Clemson Dr., Alexandria, Va 22307*

Name _____

Full Address _____

Phone _____ Email _____

Date	Vendor	Purpose	Amount	For Treasurer Use Only	
				Budget	Category
TOTAL					

For Treasurer Use Only
 Date Received _____ Date Check Requested _____ Acknowledgement Letter Sent _____