

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 stapled to this form and detailed below.

Requested By:	Please check one:
Name: Address: Phone: Email:	<input type="checkbox"/> Will be picked-up at the next WDAB meeting <input type="checkbox"/> Will be picked-up in the Athletic Office <input type="checkbox"/> Should be mailed in the enclosed self-addressed stamped envelope
Team/Committee:	Payable to: <i>(if different than requested by)</i>

Place of Purchase (please list each receipt separately)	Items Purchased (please list)	Amount (minus sales tax)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
IRS Tax Exempt Number: 23-7405721	Receipt Total:	\$
Please Note: Sales Tax cannot be reimbursed. Use the Blanket Exemption Certificate when making purchases to avoid paying tax.	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 - Attn: Treasurer
P.O. Box 45236
Westlake, OH 44145