

Kennewick High Athletic Boosters Club

CLUB ACTIVITY RECORD of TRANSACTION FORM (CART)

Activity: _____

Date: _____

Transaction Amount: _____

Type of Transaction (circle the appropriate action)		
For Payment	For Reimbursement	For Payroll

Describe the Requested Transaction:

Note:

In order to process payments, an invoice or proposal must be attached.

In order to process reimbursements, all related receipts must be attached.

In order to process payroll, a W-4 must be attached or on record. Time records must be attached.

Payroll is run once a quarter, and the cost of payroll is split between the sports using it.

For Reimbursements Only	
<p><i>Make Check Payable To:</i></p> <p><i>Mailing Address:</i></p> <p>or</p> <p><i>Return to who:</i></p>	

Authorization and Approval	
<p><i>Requestor:</i></p>	<p><i>Contact Number:</i></p>

Booster Club Officer Approval				
Date	President	Vice-President	Secretary	Treasurer