

# Liberty School District Booster Club, Inc.

## Individual Account Request Form

This form is for teams & clubs to submit requests for reimbursement from accounts held by the LSDBC Inc.

Please note - the LSDBC, Inc. will approve requests at its regularly scheduled meetings.

Please submit this completed form to an officer of the LSDBC, Inc. ONE week prior to a regularly scheduled booster meeting to get the request on the agenda for approval.

### Please complete the information below:

Receipt attached Yes No \_\_\_\_\_  
If no, please describe

Date of request \_\_\_\_\_ -

Team/Group Name: \_\_\_\_\_

Description of purpose for request  
(example: uniform purchase, etc.) \_\_\_\_\_

Amount Requested: \_\_\_\_\_ -

Check payable to: -----  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Name Date

Contact information (if questions or add'l information is needed to process request):  
Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Booster officer contact information  
Pres Chanda Heer 509-990-8345 [cheer@bmc.portland.ih.s.gov](mailto:cheer@bmc.portland.ih.s.gov)  
VP Danica Foland 509-998-7639 [danicafoland@yahoo.com](mailto:danicafoland@yahoo.com)  
Treas Cheri Burnham 509-523-3373 [cheri.burnham@mossadams.com](mailto:cheri.burnham@mossadams.com)

For Booster purposes only  
Request rec'd \_\_\_\_\_  
Officer receiving request \_\_\_\_\_  
Added to agenda \_\_\_\_\_  
Approval rec'd Meeting date \_\_\_\_\_