

# ALBANY ATHLETICS BOOSTERS: REIMBURSEMENT REQUEST

## Team-Specific Expenses

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Contact Info (phone or email): \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_ Athletic Director Approval: \_\_\_\_\_

### **Expense Breakdown: Team-Specific Expenses**

Please circle the relevant team below and then list total amounts based on type of expense in the following tables

*NOTE: If expenses apply to more than one team, please submit separate request forms for each.*

Albany Middle School (AMS)					
Basketball (Boys)	Basketball (Girls)	Cross Country	Flag Football	Soccer	Track & Field
Ultimate Frisbee	Wrestling	Volleyball (Boys)	Volleyball (Girls)	Soccer (Girls)	
Albany High School (AHS)					
Baseball	Basketball (Boys)	Basketball (Girls)	Cheerleading	Cross Country	Football
Golf (Boys)	Golf (Girls)	Soccer (Boys)	Softball	Swimming/Diving	Tennis (Boys)
Tennis (Girls)	Track & Field	Volleyball (Boys)	Volleyball (Girls)	Water Polo	Wrestling

Expense Type*	Amount	Comment / Description
REQ'D: Supplies/Equipment		
REQ'D: League/Section Fees		
REQ'D: Uniforms		
REQ'D: Travel Expenses		
REQ'D: Tournament Fees		
REQ'D: Officials		
REQ'D: Facilities Fees		
DISC: Supplies / Equipment		
DISC: Travel		
DISC: Swag / Gifts / Awards		
DISC: Food / Entertainment		
DISC: Other _____		

\* NOTE: Required (REQ'D) expenses are for items that are essential to conduct the season / sport (and must be approved by the Athletic Director). Discretionary (DISC) expenses are any other items the team chooses to purchase for its own needs to enhance the playing experience or team enjoyment for the athletes.

**ALBANY ATHLETICS BOOSTERS: REIMBURSEMENT REQUEST**  
***School-Wide / General Fund Expenses***

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Contact Info (phone or email): \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_ Athletic Director Approval: \_\_\_\_\_

**Expense Breakdown:**

Expense Type*	Amount	Comment / Description
Admin & Supplies		
Equipment		
Facilities		
Award Recognitions		
Salaries / Stipends		
Travel & Meetings		
Insurance		
Other _____		

*\* NOTE: This page should be used ONLY for expenses that are related to general activities, equipment or facilities used by multiple teams across Albany Middle School and/or High School. If the expense is for a specific team, please use the "Team-Specific Expenses" form. Required Team Expenses will be reimbursed from the General Fund but should be initially logged to the appropriate team account.*