Staples Players Booster Club Reimbursement Form

Instructions:
1. Complete this form.

2. Attach receipts, highlighting relevant reimbursement items and verifying that the amount matches the total requested on this form. Please ensure that you have not included sales tax. (Our tax-exempt status prohibits us from reimbursing for sales tax. Please use the Boosters Tax ID 86-2667796 when making purchases so that you are not charged tax.)

3. E-mail this form with all scanned receipts to Tami Benanav at tbenanav@me.com

Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Boosters Committee: _____

Purpose of Expenditure: _____

How would you like to be reimbursed?

☐ Check ☐ Zelle*

*If you would like to be reimbursed via Zelle, please indicate if we should use the email address or phone # to send reimbursement

Description of Expenses	**Amount**
TOTAL	