



## GYPSY BOOSTER CLUB, INC MEMBER PAYMENT REQUEST FORM

I request that Gypsy Booster Club, Inc release from my booster account the amount of

\$ \_\_\_\_\_ for payment of \_\_\_\_\_.

The funds available in a gymnast's account are available to pay for fees/expenses associated with competing. Eligible expenses include (but are not limited to): meet fees, leos, warm-ups, tramp shoes, grips & travel expenses. When payments are made on behalf of my gymnast to a third party (such as Gleason's), I understand that this amount is non-refundable to me. The amount must go back into the gymnast's booster account. If your account does not have enough funds to cover this request, the maximum amount available will be disbursed.

Print Name of Athlete \_\_\_\_\_ Team \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Has the expense already been Paid?	Disbursement Information
<input type="checkbox"/> <b>No</b>	Disbursement of requested funds will be made directly to Gleason's on your athlete's behalf.  <b>Required documentation:</b> Printout from Parent Portal showing the charge.
<input type="checkbox"/> <b>Yes</b>	Reimbursement of requested funds will be made to the parent. A check from the Gypsy Booster Club will be mailed to you.  Make the check out to: _____  Address to mail check: _____ _____ _____ _____  <b>Required documentation:</b> Documentation must include proof that the charge was paid. Examples include: <ul style="list-style-type: none"> <li>- Printout from Parent Portal showing the charge <b>and</b> the payment.</li> <li>- A receipt showing the charge</li> <li>- A credit card statement showing the charge</li> </ul>

**WHEN POSSIBLE, PLEASE MAKE REQUEST 10 DAYS IN ADVANCE OF PAYMENT DUE DATE.** Remember – Treasurer is a voluntary position. Payment request will be processed as soon as possible. You will receive an updated copy of your booster club statement via e-mail once your disbursement has been processed.

**Place request & documentation in booster club mailbox in the hallway by the office door or e-mail to [gbclub2015@outlook.com](mailto:gbclub2015@outlook.com)**

For Booster club use only:

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Booster Club Authorization \_\_\_\_\_

Reimbursed amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_