



**VSAA ARTS BOOSTER CLUB**

Vancouver School of Arts and Academics  
3101 Main St. Vancouver, WA 98663

**DISBURSEMENT REQUEST**

**\*\*\*Please return this form to the Booster Club mailbox in Gallery office or give directly to Treasurer.\*\*\***

Submitted by (Print Name) \_\_\_\_\_ Date: \_\_\_\_\_

EMAIL \_\_\_\_\_ Group/Club: \_\_\_\_\_

PHONE: \_\_\_\_\_ \*Event/Activity/Service: \_\_\_\_\_

(\*Fundraiser, Party, Donations, Awards, Equipment, Uniforms/Costumes, Concessions, Membership, Etc.)

**PURPOSE/DETAILS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

ORIGINAL ITEMIZED RECEIPT(S)/INVOICES MUST BE ATTACHED. (TAPE LOOSE RECEIPTS ON BACK)

**CHOOSE ONE: (NOTE: Check directly to vendor is preferred form of payment.)**

**Pay by Debit Card** (be sure contact info./payment instructions are on attached invoice)

**Pay by Check-- Payment to be made to:** \_\_\_\_\_

(if different than submitted by)

**Deliver Check Via: (CHOOSE ONE)**

I will pick up check.       Directly from Treasurer       School Office

Specific location: \_\_\_\_\_  SEE ATTACHED INVOICE or

Mail check to:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address City/State/Zip: \_\_\_\_\_

**TEACHER/ADVISOR AUTHORIZATION REQUIRED**

Teacher/Advisor (Print Name/Sign): \_\_\_\_\_ or  attach email w/ authorization

Teacher/Advisor Phone & Email: \_\_\_\_\_

(if different than submitted by)

**FOR VSAA ARTS BOOSTER TREASURER USE ONLY:**  Entered into MoneyMinder Initials: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Amount:  Same as above or \$ \_\_\_\_\_ Date Issued: \_\_\_\_\_