

**Wootton High School Booster Club
Banquet Reimbursement Worksheet**

Date of Request: _____ Team/Booster Rep: _____

Banquet Location/Date: _____

Check cost per meal, tip included, player gifts not included: _____

Coaches and coaches' guests in attendance:

Special guests in attendance:

Total for coaches and all guests (not to exceed \$25/meal): _____

Coaches' gifts (\$50/gift maximum):

Miscellaneous items (up to \$25): _____

Total amount to be reimbursed by Boosters:

(Please attach all receipts)

Check payable to:

Address/Phone# _____

**Please contact Bob Cohen, Booster Treasurer, (301-424-0119), at least TWO
Weeks prior to the banquet to review procedures.**

Mail requests and original receipts to: Bob Cohen, Booster Treasurer
11213 Welland Street
North Potomac, MD 20878