

# Lake Fenton Athletic Boosters

## PURCHASE REQUEST



Dear Coach:

The Lake Fenton Athletic Boosters work closely and cooperatively with the Lake Fenton, Administration, Coaching staffs, and other personnel to assist in the provision of the highest quality athletic programs for all athletic students. In an effort to be fair and equitable to all athletic teams, we require all requestors to submit a **PURCHASE REQUEST**, as well as **two vendor price quotes** for items requested to be purchased by LF Athletic Booster. Please complete the following information in full and return this form to the Athletic Booster mailbox in the HS Office:

**Purpose of Expense:** \_\_\_\_\_

\_\_\_\_\_

**Item(s) to be purchased:** \_\_\_\_\_

\_\_\_\_\_

### Requestors Section

#### Expenditure Details:

☐ **Person Requesting:**

\_\_\_\_\_

☐ **Sport:**

\_\_\_\_\_

☐ **Account to Charge:**

☐ **Booster Account**

☐ **Total Amount Requested:**

\_\_\_\_\_

☐ **Two Vendor Quotes attached**

### Boosters Section

#### Reimbursement Details:

☐ **Request Paid**

☐ **Date:** \_\_\_\_\_

☐ **Total Amount Paid**

\_\_\_\_\_

☐ **Copy of Check attached**

*(This section to be filled out by Boosters)*

#### Expenditure/Reimbursement:

☐ Accepted

☐ Denied (reason) \_\_\_\_\_

\_\_\_\_\_