

**WEST RIDGE WILDCAT CLUB
Expense Reimbursement Request**

NAME _____

COMMITTEE/EVENT _____

ADDRESS _____

PHONE NUMBER _____

EMAIL _____

The following items have been purchased for the benefit and/or use of West Ridge Middle School

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	Total: _____

- PLEASE NOTE:**
- 1. ALL RECEIPTS MUST BE ATTACHED.**
 - 2. THE WILDCAT CLUB DOES NOT REIMBURSE ANY SALES TAXES.**
 - 3. Requests submitted by Committee Chairs, for expenses approved in the budget, will only require the Treasurer's approval.**

COMMITTEE/EVENT CHAIR APPROVAL

Chair Name: _____ Signature: _____

Date Paid: _____ Check #: _____

Treasurer's Approval: _____