

REQUEST FOR APPROVAL FORM

REDONDO UNION HIGH SCHOOL
CROSS COUNTRY, TRACK & FIELD
BOOSTER CLUB

REQUESTER FILLS IN THIS SECTION

Name of requester: _____ Date of request: _____

Requester's phone number: _____ Email _____

Purpose: _____

Item1: _____ Cost: \$ _____

Item2: _____ Cost: \$ _____

Item3: _____ Cost: \$ _____

Item4: _____ Cost: \$ _____

(Attach another sheet if more room is needed)

Signature of requester: _____

Approval from the RUHS CCT Booster Board Members Must be Obtained on ALL Purchases

Note: Failure to obtain approval before making a purchase may result in purchaser having to incur the expense(s). Final Request Status: If emailed, requester must reply back with

acknowledgement of receiving final status. If request is accepted ALL receipts must be submitted with the check request form within 30 days (unless other arrangements in writing have been made with the booster board members).

FOR RUHS CCT BOARD MEMBERS USE ONLY

Date: _____ **Status of Request:** ACCEPTED DECLINED

Comments: _____

RUHS CCT Booster Boards Signatures:

President: _____ Date: _____

Vice President: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____

Charged to what budget item: _____

Final Status sent to: Treasurer for processing and Secretary to file.