Gig Harbor High School Sport Boosters Payment Request

*Note: This form is optional. With proper approval, payment can be remitted directly from a vendor invoice. For reimbursements, payment may be requested via e-mail if all necessary information, approval, and receipts are included.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Coach for Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Sign here, or forward e-mailed approval to* [*GHHSSB@outlook.com*](mailto:GHHSSB@outlook.com)

Check Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Item Description | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
| Check Total: |  |

**Receipts or invoices must be provided for payment, attach originals or e-mail to** [**GHHSSB@outlook.com**](mailto:GHHSSB@outlook.com)

Select Delivery Method:

Mailed Check (please provide remittance address):

Direct Deposit: (please provide payee’s e-mail address for initial set-up:

Payee will receive an e-mail from Columbia Bank requesting account information. Once set up all subsequent payments to that individual will be made to that account.

Deliver to Coach’s Mailbox at Gig Harbor High School