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*

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

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

**Receipts or invoices must be provided for payment, attach originals or e-mail to** **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