



# CCBC PURCHASE REQUEST FORM & REQUEST FOR REIMBURSEMENT

Please complete the information in **Part A** below and submit to the CCBC Booster Treasurer for approval prior to incurring the expense.

## PART A: PURCHASE REQUEST

DATE OF REQUEST: \_\_\_\_\_

PERSON MAKING THIS REQUEST: \_\_\_\_\_

REASON FOR THIS PURCHASE:

\_\_\_\_\_  
\_\_\_\_\_

Estimated Amount of Total Purchase: \$ \_\_\_\_\_

PURCHASE APPROVED BY:

\_\_\_\_\_  
CCBC EXECUTIVE BOARD                      DATE

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Once purchase request has been approved you are authorized to make the purchase. To receive reimbursement, please complete PART B below and submit, along with your receipts, to the CCBC Treasurer.

## PART B: REQUEST FOR REIMBURSEMENT

Please itemize all receipts:

Receipt #1: _____	Total: \$	_____
Receipt #2: _____	Total: \$	_____
Receipt #3: _____	Total: \$	_____
Receipt #4: _____	Total: \$	_____

TOTAL AMOUNT TO BE REIMBURSED: \$ \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Send Payment to: \_\_\_\_\_

FOR TREASURER'S USE ONLY:

DATE CHECK WRITTEN: \_\_\_\_\_ CHECK #: \_\_\_\_\_