



## DONATION REQUEST FORM

\_\_\_\_\_  
Activity/Sport

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Amount

\_\_\_\_\_  
Phone and/or email

\_\_\_\_\_  
Details of Request

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

Date needed by \_\_\_\_\_

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

### Request for Pre-Approval of Funds

*Please attach quotes or pricing as applicable*

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied

\_\_\_\_\_  
Board Signature

\_\_\_\_\_  
Date

### Request for Reimbursement of Funds

*Please attach corresponding receipts/documentation*

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied

\_\_\_\_\_  
Board Signature

\_\_\_\_\_  
Date

### Rocket Boosters Treasurer Use Only

Check # \_\_\_\_\_

Date Paid \_\_\_\_\_

- Submit form to Activities Office. Activities Director will present request to Rocket Boosters Board.
- Approval or denial will be communicated to Requestor (reason for denial to be documented on reverse side).
- Rocket Boosters Board will vote on donation requests at the following monthly meeting.

*Please note:* All requests will be considered, however the requestor is expected to provide a percentage of the total amount.