



Markettes Booster Club, Inc  
EIN 27-4162950  
PO Box 79931, Houston, Texas 77279 (mailing address)  
935 Echo Lane, Houston, Texas 77024 (physical address)

**REIMBURSEMENT Request**

Please use this form to request a reimbursement for expenses you personally make.

Directors: Keri Maddox and Mari Vega Treasurer: Paige Green 409-789-3715

Account: • Competition • Spring Show • Mum & Garter • Junior Drill • MFAN • Dance Room Improvements  
• Hospitality • Other \_\_\_\_\_

Category: • Props • Materials • Food • Other \_\_\_\_\_

Notes: \_\_\_\_\_

Please issue reimbursement check to: Legal name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Receipts: Please provide company name / items purchased / cost (per receipt):

A \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

B \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

C \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

D \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

E \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total of all lines above \_\_\_\_\_

**Notes:** Use a separate form for each Account. A separate check will be issued per Account.  
**Markettes Booster Club, Inc.** is a nonprofit 501(c)(3) and is not subject to sales tax.  
Please present our tax-exempt form to all businesses when purchasing items.

**Directions:**

- #1 Please fill out the entire form
- #2 Attach all receipts for all items included
- #3 Email the completed form and receipts to [paigegreen2@gmail.com](mailto:paigegreen2@gmail.com)