



Incline Boosters Club
499 Village Blvd. Incline Village, NV 89451
InclineBoosters.com
501(c)3 nonprofit - Fed. Tax ID #88-0232960



Boosters Purchase Request Form

Before submitting, please make sure that this request meet's the Boosters mission of "More than one student for more than one year" and that you have looked at more than 1 vendor when possible.

Date: _____

Request: _____

Cost (including tax and shipping): _____

Department: _____

Name of person making request: _____

How would you like this purchase to be made? Place the order for you, deliver a check to IHS, or reimburse you with a check? _____

* Please note, the Boosters has tax-free accounts with both Office Depot and Amazon. As such, we'd prefer if you let us place orders through those vendors than doing reimbursements.

Steps to submit

1. Print out this form, fill it out, and scan it back into electronic format. A digital photo of the form works as well.
2. Attach this form, along with scanned/photo taken copy of any invoice or receipts associated with the purchase, and email it to the department head for approval.
3. Department heads, please forward submitted emails, with your stated approval, to treasurer@inclineboosters.com