

**SPORTS/CLUBS**  
**The Dolphin Foundation**  
**REQUEST FOR REIMBURSEMENT**

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Date of Request:\_\_\_\_\_ Sport/Activity:\_\_\_\_\_

Requestor's Name:\_\_\_\_\_

Pay to the Order of :\_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Is this a budgeted item:      YES      NO

Reason for Request:\_\_\_\_\_

Team/Club Treasurer/Coach Approval (Print Name):\_\_\_\_\_

Team/Club Treasurer/Coach Signature Approval:\_\_\_\_\_

**INSTRUCTIONS: ATTACH ALL ORIGINAL INVOICES/ITEMIZED RECEIPTS TO THIS FORM**

- Include copies of cashed checks/paid cash receipts/credit card transaction details if payment made by that method. Keep copies of all your original receipts for your own records.
- Fill out form completely, and submit to Athletic (Sports)/Activity (Clubs) Director for final approval, who will send it to the Bookkeeper for processing.
- Request for Reimbursement Forms located at [DHHSFoundation.org](http://DHHSFoundation.org)
- Reimbursements are processed at least twice monthly

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**Athletic Director Approval and Signature Required (Sports):**

Signature:\_\_\_\_\_ Date: \_\_\_\_\_

**OR Activities Director Approval and Signature Required (Clubs):**

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Check Amount:\$\_\_\_\_\_ Check Number:\_\_\_\_\_ Check Date:\_\_\_\_\_

*SUPPORT DANA HILLS HIGH SCHOOL BY SIGNING UP FOR RALPH'S COMMUNITY PROGRAM (renew each September - USE ID # 81536) AND AMAZON SMILE (SELECT DOLPHIN FOUNDATION INC.-Group ID 6649671) and go to AmazonSmile website for future purchases. Every time you shop here, we raise funds for Dana Hills High School. Visit [www.dhhsfoundation.org](http://www.dhhsfoundation.org) SUPPORT US tab for details.*

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