

SUMMIT BOOSTERS ASSOCIATION

Grant Invoice Submission Form For payment of Approved Grant Request

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Please complete and submit this form using the following procedures:

- Invoice Submission Form must be completed and submitted by the requesting Coach, Trainer or Athletic Director.
- Invoice (not estimate) for the approved Grant Request must accompany the completed form.
- Invoice should not include taxes. Provide the Boosters tax exempt form to the vendor.
- Once grants are approved, there is a 3 month period to turn in the Invoice Submission form. If the invoice submission form is not completed and turned in within 3 months, the grant will no longer be valid and the funds will be placed in the grant fund to redistribute to other grants. If these grant funds are still needed, the coach will have to start the process over.

Please email or mail completed form with invoice to Boosters Treasurer:

Keryn Nomellini
54 Portland Road
Summit, NJ 07901
Attn: Boosters Treasurer
OR email: shsnjboosters@gmail.com

Name of Team _____

Name of Requesting Coach/Trainer/AD _____

Contact information (Email and Phone) _____

Description of Approved Request _____

Amount approved by Boosters _____

Check made out to _____

Address to mail
check _____

Signature of Coach/Trainer/AD _____