



Clear Lake High School Falcon Flairs Booster Club



EXPENSE FORM

Name: _____

Committee: _____

Date: _____

The check should be made payable and sent to:

Description of items to be purchased (attach receipt or invoice):

Total Expense \$ _____ (see note below regarding sales tax)

Note: The Falcon Flair Booster Club is a non-profit organization and does not pay state sales tax except for items to be resold. Please ask for a Texas Sales Tax Exemption number prior to purchase from a board member.

Signature of Requestor

Date

Treasurer Approval

Date

Second Approval if >\$500

Date

Date check sent: _____

Check number: _____