

**ELC BOOSTER CLUB
COACHES REQUEST FORM FOR PURCHASES**

Date of Request:

Coach and Sport:

Description of item(s) requested and who will benefit from the purchase:

COSTS

Quantity:

Cost per unit:

Total cost: with shipping/handling

BREAKDOWN OF FUNDING

Booster Club:

ELC/Resale:

From whom will the purchase be made:

Date of purchase:

Location of where the items will be used:

Athletic Directors Approval:

Date to present to Booster Club:

Approved by Booster Club President:
Date:

Note: Coaches should present requests in person if at all possible. Please bring samples, pictures, items that will be replaced etc.....when presenting to the club.