

Big “E” Booster

TRANSFER REQUEST FORM

This form is to request a transfer **from or into** a Big E fundraising, program or general account **from or into** your sports’ account. This form should be filled out for the following types of requests: section win or higher in your season, payment for senior bios in the fall sports program, or the trophy allotment per team for the end of season banquet.

To request a transfer from or into your account with the Booster Club, please fill out the form below. You can type the information, scan it, then send it by email to the Club Treasure, BigEBooster@yahoo.com OR it can be dropped off in the Big E Booster mailbox in the Athletic office at the High School.

DATE:	
TRANSFER FROM TEAM/ACCOUNT #:	
TRANSFER TO TEAM/ACCOUNT #:	
REASON FOR REQUEST:	
AMOUNT REQUESTED:	
IF SECTION WIN SPECIFY # OF VARSITY PLAYERS	
IF TRANSFER IS FOR A TEAM BIG E BENEFIT, DID THE TEAM DO R&K FUNDRAISER? (YES OR NO)	
RECEIPT ATTACHED INVOICE#: (YES OR NO)	
COACH APPROVAL AND EMAIL OR PHONE#:	
TEAM REP APPROVAL AND EMAIL OR PHONE#:	
BOARD MEMBER APPROVAL:	

*If you have a receipt and are filling this out electronically, please type “yes” in the receipt box. The receipt can then be sent as a .pdf to be filed with the request. If using an electronic signature, the rep and coach must both be copied on the email to Big E Booster club.