



Student Billing Request

(To be completed by coach and submitted to AD for approval.)

Date Submitted: _____ Coach: _____ Sport: _____

Name of Student to be billed: _____ Grade: _____
(If multiple students, please attach spreadsheet.)

List specific expense items and costs (clothing, gear, travel, food, etc.):

Item(s):

Cost(\$):

Total to be billed to this student: \$ _____

How was parent/guardian notified of charge?

- In Person
- Email
- Signed Parent Handout
- Phone
- Other: _____

Date parent was notified: _____

Coach Signature: _____

Date: _____

A.D. Signature: _____

Date: _____

(For Athletic Director use:)

Deposit in Project Code: _____

Revenue assigned to Account #: _____