



**Fine Arts Department-Band**  
1350 West Hawley, Mundelein IL 60060

**MHS Band Boosters Expense Reimbursement Request**

**Instructions:** Fill out this form completely, and then submit to the band office. This will be forwarded to the Boosters Treasurer, and a check will be issued as soon as is feasible.  
**Please remember to attach all receipts.**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Event: \_\_\_\_\_

Description of Need (check one):

- Food/Drinks
- Uniforms/Repair
- School Instrument Repair/Parts
- Office Supplies
- Fundraiser Expenses/Fees
- Private Lesson Scholarship
- Music Summer Camp Scholarship (*must submit camp registration form*)
- Other: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_ . \_\_\_\_\_

Check number: \_\_\_\_\_ Check Date: \_\_\_\_\_

Approved By: \_\_\_\_\_