



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: _____

Mail Re-imbursement to (if applicable)

Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

*****For Booster Use Only Below*****

Amount Approved: \$ _____ . _____

Check number: _____ Check Date: _____

Approved By: _____