

WALLED LAKE CENTRAL MUSIC BOOSTER

Standard Check / Reimbursement Request

Please fill out this form completely. Receipts, invoices or contracts must be attached in order to receive reimbursement payment. Return form and documentation to Treasurer Box in Band Room.

<input type="checkbox"/> Marching Band	<input type="checkbox"/> WLP	<input type="checkbox"/> Winter Guard	<input type="checkbox"/> Choir	<input type="checkbox"/> Music Boosters	<input type="checkbox"/> Bingo	<input type="checkbox"/> Orchestra
Name:					Date:	
Event:					Amount:	
Make Check payable to:						
Address:						
Mail check:	<input type="checkbox"/>	Return to Requester:	<input type="checkbox"/>	Other:		
Description/Use					Amount	
TOTAL						

Approval		
Signed By:		Department:
Budget Expense:		
<i>For Accounting Use Only:</i> Amount \$	Check#	Date:

Completed check requests should be left in the Music Booster bins in the band room by the safe. Check requests received Tuesday should be ready by Friday afternoon. Check requests received Friday should be ready by Tuesday afternoon.