FOOTHILL BAND BOOSTERS

PO Box 866 Pleasanton, CA 94566

Reimbursement/Check Request Form

Date of Request: _____/_____/_____

Name of Requestor: _____

Contact Phone number: _____

Make Check Payable To:

Mail Check to:

ACCOUNT Circle: General – Student - Travel - Orchestra – Field – Guard – Percussion – Band Review - Winter

EXPENSES (List Additional Expenses on back of form) **All receipts/invoice must be attached for full reimbursement

DESCRIPTION/REASON/Vendor Info		AMOUNT
TOTAL AMOUNT REQUESTED		

Submit form & receipts to PO Box, Band Room, or scan form & receipts and email to : General Accts: FBBTreasurer@gmail.com or Student Accts: FBBSATreasurer@gmail.com with appropriate Board Member approval

Admin Use Only Rev. (11/17)

Date: _____/_____/_____ Check#_____

Budget Line: _____

Approved by: _____