

NORTHWEST GUILFORD BAND BOOSTERS  
CHECK/EXPENSE REIMBURSEMENT REQUEST

For Treasurer's Use

Check # \_\_\_\_\_

Date issued \_\_\_\_\_

DATE : \_\_\_\_\_ DOLLAR AMOUNT : \_\_\_\_\_

REQUESTED BY : \_\_\_\_\_

REIMBURSEMENT TO (PAYABLE TO) : \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PURPOSE : \_\_\_\_\_  
\_\_\_\_\_

For checks to be mailed  
please provide mailing  
address if not indicated  
on attached INVOICE.

Addr1 \_\_\_\_\_  
Addr2 \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

\*\*\*\*\* Treasurer completes this section \*\*\*\*\*

CHARGE TO :  
EXPENSE LINE ITEM : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FUND RAISER : \_\_\_\_\_  
\_\_\_\_\_

1. Reimbursement requests must have all corresponding receipt(s) attached to this form.
2. Please do not submit invoices for payment until goods have been received.
3. Submit this form and the original invoice(s) to the treasurer or leave in the folder in the Band Directors office.
4. Checks will be processed on a weekly basis and will be hand delivered during band functions or mailed directly.

TREASURER'S APPROVAL : x \_\_\_\_\_

BOARD MEMBER APPROVAL : x \_\_\_\_\_