

---

## LGHS Band Booster: Request For Reimbursement

### CRITERIA FOR BEING REIMBURSED:

- *Fill out completely 1 form per committee (ie: uniforms, concessions, fund raising, color guard, etc.)*
- *Actual receipt must be turned in with this request*
- *List your last name, committee, and amount to be reimbursed on top of each receipt*
- *Band booster debit receipts must be on a separate receipt from personal purchases*
- *Purchase for each committee separately*
- *Submit all receipts within 30 days of purchase*
- *Staple all receipts to the right hand side of this request*
- *Place request in an envelope marked Band Booster Treasurer and turn into Mr. McGinley or at the next Band Booster meeting.*

---

**\*\* PLEASE DO NOT SUBMIT THIS REQUEST UNTIL ALL CRITERIA HAVE BEEN MET\*\***  
YOU MAY ALSO REQUEST REIMBURSEMENT AT THE MONTHLY MEETINGS PROVIDED YOU HAVE MET THE CRITERIA

---

CHECK PAYABLE TO: (NAME OR BUSINESS) \_\_\_\_\_ COMMITTEE: \_\_\_\_\_

GRAND TOTAL OF ALL RECEIPTS: \_\_\_\_\_

FOR WHICH EVENT IS THIS REIMBURSEMENT? \_\_\_\_\_  
REASON: \_\_\_\_\_

WOULD YOU LIKE YOUR REIMBURSEMENT...  
At Next Booster Meeting? \_\_\_\_\_ or  
Please mail to: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

### TREASURER'S USE ONLY:

COMMITTEE: \_\_\_\_\_

DATE PAID: \_\_\_\_\_ CHECK # \_\_\_\_\_

TREASURER'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_