

Wake Forest High School Band Boosters, Inc.

Check Request and Account Reimbursement Procedure

1. Check Request:

- 1.1. If a student / parent pays \$ out of pocket for a budgeted Wake Forest High School Band Booster expense, they may request reimbursement for these expenses. Some examples of budgeted expenses (but not limited to) are:
 - Band Camp Expenses (food and supplies)
 - Uniform Alterations
 - Supplies for Medical and Sewing Bags and Bus Boxes
 - Repair of a **WFHS owned** instrument
- 1.2. A **WFHSBB Check Request - Reimbursement Form** (Section 1 Completed) must be submitted to the Treasurer with all receipts attached for the dollar amount requested. This is required for IRS audit purposes.
- 1.3. The student / parent will receive a check from the Band Boosters for the requested \$ amount if their account is PAID in FULL or the requested \$ amount is more than the outstanding balance in account. If the student has an outstanding balance, their account will be credited for the requested \$ amount.

2. Account Reimbursement:

- 2.1. If a student has a credit balance in their band account and has already covered their fair share program charges for the season, the student / parent may request a withdrawal of funds from their account in order to be reimbursed for certain costs that they incurred as part of their participation in the band program as long as those costs are related to activities that are consistent with the band program's overall objectives. In order to obtain a reimbursement from student account, the following conditions must be satisfied:
 - Account Withdrawal requests are limited to the following types of charges:
 - Instrument Repair Expenses
 - Instrument Related Supplies and Accessories (i.e. reeds, tuners, drum sticks)
 - Music Lessons or Music Camp
 - Other Music / Instrument Related Items as Approved by Band Director.
- 2.2. A **WFHSBB Check Request - Reimbursement Form** (Section 2 Completed) must be submitted to the Treasurer with all receipts attached for the dollar amount requested. This is required for IRS audit purposes.
- 2.3. The student / parent will receive a check from the Band Boosters for the requested \$ amount only up to the credit balance in their account. At no time will the student / parent be reimbursed for any dollar amount that is not covered by the credit balance in their band account.

3. Form Submission:

- 3.1. The student / parent should be encouraged to submit the **WFHSBB Check Request - Reimbursement Form** within 60 days of the expenditure date and during the fiscal year (ending June 30) that the expenditure was incurred.
- 3.2. The student / parent can submit the completed form and required receipts (1) directly to WFHSBB Treasurer, (2) place in WFHS Band Booster box in Band Room, or (3) mail to WFHSBB, PO Box 56, Wake Forest, NC 27588.