

Wake Forest High School Band Boosters Check Request - Reimbursement Form

Instructions:

1. See Check Request and Account Reimbursement Procedure
2. Please fill out either **Section 1** or **Section 2**
3. Make sure to have **ALL RECEIPTS** and/or **INVOICES** attached
4. Place ALL Items in Band Booster box in Band Room / Give to Treasurer / Mail to: PO Box 56, Wake Forest, NC 27588

Section 1 - Band Expense Check Request

Name: _____

Address: _____

Description of Expense: _____

Budget Line Item: _____

Amount: _____ Date: _____

Section 2 - Reimbursement From Student Band Account

Student Name: _____

Parent Name: _____

Description of Expense: _____

Amount: _____ Date: _____

TREASURER USE ONLY

Date Paid: _____ Signature: _____

Approval (if applicable): _____

Budget Line Item (if applicable): _____

Check #: _____