

ACHS Music Boosters Request for Reimbursement/Payment

All requests must include invoices, copies of receipts, etc. to substantiate the dollar amount requested.

All requests must be authorized by the ACHS Music Boosters Board prior to submitting to the Treasurer.

Name of Requestor _____ Phone # _____

Budget Item _____ Amount \$ _____

Description _____

Make Check Payable To _____

Requestor's Signature _____ Date _____

Board Member Signature _____ Date _____

Date Approved in Minutes _____ Check # _____ Check Date _____

Date Entered in Accounting Program _____

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