

**CRHS BAND BOOSTERS, INC.
PAYMENT REQUEST**

For Internal Use Only: Check # _____	Check Date: _____	Paid <input type="checkbox"/>	QB _____
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Date: _____ Amount: _____

Check payable to: _____

Purchased from: _____

Description: _____

Band Program Expenses:

- | | | |
|---|--|--|
| <input type="checkbox"/> Contest Fees & Expenses | <input type="checkbox"/> Music & Supplies | <input type="checkbox"/> Marching Show & Props |
| <input type="checkbox"/> Techs, Clinicians, Judges | <input type="checkbox"/> Transportation | <input type="checkbox"/> Student Meals (event) |
| <input type="checkbox"/> Uniform Maint, Repair, Replace | <input type="checkbox"/> Program Printing | <input type="checkbox"/> Capital Outlay |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Encore (non-show) | |

Band Activities:

- | | | |
|---|---|---|
| <input type="checkbox"/> Student Leadership (SLT) | <input type="checkbox"/> Student Parties | <input type="checkbox"/> Region Band, Solo & Ensemble |
| <input type="checkbox"/> Dinners (BBQ, Holiday, etc.) | <input type="checkbox"/> Banquet | <input type="checkbox"/> Band Trip |
| <input type="checkbox"/> Equipment & Clothing | <input type="checkbox"/> Alumni General | <input type="checkbox"/> Alumni merchandise |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Office Supplies, Software, etc | <input type="checkbox"/> Insurance, IRS, Misc Admin |

Fundraiser Expenses:

- | | | |
|--|---|---|
| <input type="checkbox"/> Mums Expenses | <input type="checkbox"/> Poinsettia expenses | <input type="checkbox"/> Mulch expenses |
| <input type="checkbox"/> Egg expenses | <input type="checkbox"/> Other Fundraising expenses | <input type="checkbox"/> _____ |

Requested by: _____

Approved by: _____ ***Must be person responsible for the budget category***

Return to requestor Mail to address on invoice

Mail to the address: _____

_____ City _____ State _____ Zip

NOTE: MUST HAVE INVOICE OR RECEIPTS FOR REIMBURSEMENT OR PAYMENT. CRHS BAND BOOSTERS, INC. IS A 501(C)(3) TAX-EXEMPT ORGANIZATION. WE ARE UNABLE TO REIMBURSE SALES TAX PAID. TAX EXEMPTION FORMS ARE AVAILABLE IN THE BAND OFFICE.

Scan and Email to crhs.band.treasurer1@gmail.com