

Funds Disbursement Request

Instructions: This form is to be used to request reimbursement for expenses or payments to vendors providing requested services. Form must be accompanied by supporting receipts or invoices in **PDF FORMAT ONLY. NO CELL PHONE PICTURES or JPG's ACCEPTED.** If you have further questions about the required format, please email the treasurer.. Disbursement requests for booster funds must specify budget code * according to account listing on page 2 of this form. Band Director approval needed for student activity fund disbursements. Checks will be mailed unless other arrangements made with booster treasurer.

Description/Explanation	Budget Code*	Amount
TOTAL DISBURSEMENT		

Account (check one): SV Band Boosters Student Activity (Band director approval required)

Requested by (Name & contact phone) _____
Date

Band Director Approval (for activity fund only) _____
Date

Make Check Payable to: _____

Mail Check to:

Special Handling (explain):

Email completed form and scanned PDF copies of supporting receipts/invoices to the booster treasurer. Specify "Disbursement Request" in subject line of email. Treasurer's email and additional copies of this form are available on the band website at svhsband.com.

Account Listing (Budget Codes) *

7110 Adjunct Instructors
7120 Director's Discretionary Expenses
7130 Marching Drill
7140 Convention Fees/TBA
7150 Marching Music
7160 Alterations
7170 Band Banquet Donation
7180 Chaperone Committee
7190 Executive Committee
7210 Pit Crew
7220 Health & Safety
7230 Trailer Expense
7240 Mileage Reimbursement
7410 Tailgate Party Expense
7420 Flamingos Expense
7430 Spirit Booth Expense
7440 Fajita Dinner
7450 Silent Auction
7510 Meet the Band Night Expense
7520 Feed the Band Expense
7530 Spirit Baskets
7540 Miscellaneous Hospitality
7630 Publicity
7640 Website
7650 Color Guard Expense
7660 Senior Jackets
7670 Scholarship Fund
7690 Secretary Expenses
7700 Treasurer/Accounting Expenses
7710 Bank Fees
7950 Miscellaneous Expense