

**Plano West Band Boosters
Check Request/Reimbursement Voucher**

Procedures:

1. Complete this form and attach receipts/invoices.
2. Include complete address and phone number of check recipient.
3. Treasurer will mail a check to you or vendor.

NOTE: SALES TAX IS NOT REIMBURSABLE BY BOOSTER CLUBS

Date: _____

Make check payable to:

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Budget Category: _____ \$ _____

Budget Category: _____ \$ _____

Budget Category: _____ \$ _____

Total \$ _____

Item	Place of Purchase	Amount	Budget Category

Total \$ _____

Submitted by: _____ Phone No. _____

Chairman/Officer's Signature: _____

For Treasurer's Use Only

Date Received _____ Date Paid _____ Check Number _____

Check Amount _____ Date Posted _____