ARAPAHOE
BAND BOOSTERS

Complete this form and email to treasurer@arapahoeband.com with receipts

Name: _____

Date: _____

Date	Vendor Name	Description	Category	Approved by	Amount
			TOTAL TO REIMBURSE:		-

Categories:
- Concert Band
- Marching Band
- Symphonic Band
- Wind Ensemble
- Jazz Band
- Winter Guard
- Winter Percusssion
- Uniforms
- Trucks / Buses
- Supplies
- Miscellaneous

_____
Signature

To complete this form:
Please ensure that the name is completed, that's who the check will be made out to, and fill in the date you submitted the report for payment.
Please use the receipts to fill in the date of transaction, vendor, description of item and amount fields.
Additionally, please let us know the Category above that it relates to, and in the Approved By area indicate that it was Budget (already approved by the board) ***OR*** the name of the individual who approved this expenditure. Please be sure to sign the form before submitting. Receipts must accompany the expense report.

Last updated 10/1/18