

# DIXIE HEIGHTS BAND BOOSTER REIMBURSEMENT AND PURCHASE REQUEST FORM

PLEASE FILL IN THIS SECTION

Date of request: \_\_\_\_\_

Person requesting: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Amount of check \$: \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of requestor: \_\_\_\_\_

Approval signature : \_\_\_\_\_

**Note: If the item has already been purchased, receipt(s) must be attached to this form. Otherwise, provide receipts as soon as possible after purchase. Approval MUST be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses.**

**Signature of Booster President is required before Treasurer may issue check.**

**RECEIPTS MUST BE TURNED IN FOR REIMBURSEMENT  
WITHIN 30 DAYS OF PURCHASE**

FOR TREASURER'S USE ONLY

DATE CHECK ISSUED: \_\_\_\_\_ CHECK DATE \_\_\_\_\_

BUDGET ITEM TO CHARGE \_\_\_\_\_

COMMENTS/ADDITIONAL INFORMATION: \_\_\_\_\_

TREASURER'S SIGNATURE: \_\_\_\_\_