

### FBBO Payment/Reimbursement Request Form

You enable the Treasurer to track expenses and monitor the budget by filling out this form which must be attached to every request for payment (bill, invoice, statement) and/or reimbursement (receipts). In other words, fill out this form and staple it to the bill or statement to paid OR to the receipts for reimbursement, and turn the whole thing in to the Treasurer in a timely manner.

- Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- Vendor** (e.g. Flesher-Hinton, Sam's Club, McGuckin's): \_\_\_\_\_
- Total \$ Amount of Invoice/Statement and/or Attached Receipts:** \_\_\_\_\_
- CHECK EXPENSE CATEGORY BELOW. If several categories are involved, specify \$ for each category. In other words, if there are Jazz and Marching and Concert Band expenses on one FH bill, note how much applies to each band by writing the amount next to the category below. They should add up to the total amount listed above.**
- NOT SURE WHERE IT FITS? PLEASE EXPLAIN:** \_\_\_\_\_

Administration and Communications

- Accounting/Bookkeeping
- Paper/Ink for FV Office
- Board Insurance/Legal
- Publish/Copy LRL, BFB, FF, Statements
- Postage
- FBBO Mail Box at UPS Store
- Tapes/Video/CD
- Misc Office Supplies/Copies
- Retail Membership (Costco, Sam's)
- Bank Fees (including returned checks)

Marching Band

- Staff
- Music/Drill
- Transportation
- Instrument/Equipment Purchase/Repair
- Uniforms Purchase/Repair/Cleaning
- Color Guard
- Competition/Festival Entry Fees/ Meals/Venue Rental
- Props
- Drum Majors
- Student Awards
- Camp T-Shirts
- Director Stipend
- License Fee for Lights
- Student Band Council Admin/Communication
- Student Band Council Sr/Fr BBQ, Halloween Party
- Staff Gift at Awards Banquet
- Ice Cream Social

Winter DrumLine

Jazz Band

- Festival Entry Fees/Greeley Tickets
- Performance Attire
- Transportation
- Music
- Instrument/Equipment Purchase and/or Repair
- Staff/Guest Artist
- Director Stipend
- All State Band Fees

Concert Band

- Staff
- Transportation
- Music
- Instrument/Equipment Purchase/Repair
- Uniforms Purchase/Repair
- Competition/Festival Entry Fees/Meals/Venue Rental

Fundraiser Expense, please list specific fundraiser and type of expense (e.g. garage sale, advertising).

\_\_\_\_\_

Special Event Expense. Please list event and type of expense (e.g. awards banquet, food).

\_\_\_\_\_