



Westerville North Music Boosters Reimbursement Request

Please complete this form and return it to WNHS Music Boosters Treasurer.
Your request needs to be a budgeted expense and approved by the board prior to reimbursement.

All receipts should be stapled to the back.

PRINT CLEARLY

Date _____

Category: _____

Budget line item to be paid out of: _____

Reimbursement amount requested: \$ _____

Details of Expenditure: _____

Check should be made payable to _____

Reimbursement should sent to: _____

Requesters Signature _____

President's Signature _____

PLEASE DO NOT WRITE BELOW THIS LINE

Date Received		Date Sent	
Check #			
Amount \$			
Budget Category			
Treasurer Signature			