



Check Request - Reimbursement Request

Submitted by:	
Event/Reason:	
	<input type="radio"/> Administrative <input type="radio"/> District Shirts <input type="radio"/> Picture Day <input type="radio"/> Internet Costs <input type="radio"/> Dress Rehearsal <input type="radio"/> Dissert Banquet <input type="radio"/> Pins <input type="radio"/> Fundraising <input type="radio"/> Region Tournament <input type="radio"/> State Tournament <input type="radio"/> Global Finals
Event Date:	
Point of Contact:	
Phone Number:	

BUDGET LINES

- A = Administrative costs
- B = Dissert Banquet
- BC = Building Coordinators
- DR = Dress Rehearsal
- F = Fundraising
- GF = Global Finals
- I = Internet Costs
- P = District Pins
- PD = Picture Day
- R = Recruiting, Workshops
- RT = Region Tournament
- S = District Shirts
- ST = State Tournament
- SW = Spirit Wear
- SP = Sponsorships
- PB = Publicity
- IC = IC Days

Please attach receipt(s) to Reimbursement Request form.

Date	Description	Supplier	Amount
Total Reimbursement Requested:			

Signature of Person Requesting Reimbursement

Date

Print Name

Signature of Treasurer or Committee Chair

Date

Check Number Issued:

Forward check to: