Funds Disbursement Request

Instructions: *This form is to be used to request reimbursement for expenses or payments to vendors providing requested services. Form must be accompanied by supporting receipts or invoices in **PDF FORMAT ONLY**. **NO CELL PHONE PICTURES** or **JPG's ACCEPTED**. If you have further questions about the required format, please email the treasurer.. Disbursement requests for booster funds must specify budget code * according to account listing on page 2 of this form. Band Director approval needed for student activity fund disbursements. Checks will be mailed unless other arrangements made with booster treasurer.*

Description/Explanation	Budget Code*	Amount
TOTAL DISBURSEMENT		

Account (check one): ☐ SV Band Boosters   ☐ Student Activity (Band director approval required)

_____   _____
Requested by (Name & contact phone)   Date

_____   _____
Band Director Approval (for activity fund only)   Date

Make Check Payable to: _____

Mail Check to:

_____

_____

_____

Special Handling (explain):

_____

_____

Email completed form and scanned PDF copies of supporting receipts/invoices to the booster treasurer. Specify "Disbursement Request" in subject line of email. Treasurer's email and additional copies of this form are available on the band website at svhsband.com.

Account Listing (Budget Codes) *

7110   Adjunct Instructors
7120   Director's Discretionary Expenses
7130   Marching Drill
7140   Convention Fees/TBA
7150   Marching Music
7160   Alterations
7170   Band Banquet Donation
7180   Chaperone Committee
7190   Executive Committee
7210   Pit Crew
7220   Health & Safety
7230   Trailer Expense
7240   Mileage Reimbursement
7410   Tailgate Party Expense
7420   Flamingos Expense
7430   Spirit Booth Expense
7440   Fajita Dinner
7450   Silent Auction
7510   Meet the Band Night Expense
7520   Feed the Band Expense
7530   Spirit Baskets
7540   Miscellaneous Hospitality
7630   Publicity
7640   Website
7650   Color Guard Expense
7660   Senior Jackets
7670   Scholarship Fund
7690   Secretary Expenses
7700   Treasurer/Accounting Expenses
7710   Bank Fees
7950   Miscellaneous Expense