

# BAND CHECK REQUEST FORM



To request checks for payments to vendors or to receive reimbursement for band expenses, complete this form and place it in the Red Band Folder in Sue Wong's office in the Eckstein Main Office. Use a separate form for each type of expense (e.g., band trip, fundraising, self-help, etc.)

Questions - Contact Karen Hutchison, 522-3401

**Payable to:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Send Check to:** \_\_\_\_\_  
\_\_\_\_\_

### Your contact information

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**FUNDS MUST BE DRAWN FROM THE CORRECT BAND ACCOUNT. PLEASE IDENTIFY THE CORRECT ACCOUNT BELOW and DESCRIBE THE REASON FOR THE EXPENSE. ATTACH ORIGINAL RECEIPTS OR INVOICES.**

**NOTE: EXPENSES OVER \$100 TO BE INVOICED BY A VENDOR REQUIRE OPENING A PURCHASE ORDER IN ADVANCE WITH THE SCHOOL DISTRICT. CONTACT SUE WONG IN THE ECKSTEIN MAIN OFFICE TO OPEN A P.O.**

\_\_\_\_\_ **TRIP ACCOUNT** - Use for expenses relating to band trips; e.g. airline and hotel expenses, bus costs, reimbursement of misc. trip expenses (except for festival registration fees which should be paid from Self-Help)  
**Reason:** \_\_\_\_\_

\_\_\_\_\_ **FUNDRAISING ACCOUNT** - Use for fundraising expenses; e.g, bottled water for bake sales, supplies for basket raffles, t-shirt expenses, solo & ensemble trophies, etc.  
**Reason:** \_\_\_\_\_

\_\_\_\_\_ **SELF HELP ACCOUNT** - Use for festival registration fees and all expenses other than trip or fundraising expenses.  
**Reason:** \_\_\_\_\_

**APPROVAL:** \_\_\_\_\_  
**Must be signed by Mr. E. or by one of Band Co-Presidents  
Or Co-Treasurers**

**ALL EXPENSES MUST HAVE ADMINSTRATIVE APPROVAL PRIOR TO PURCHASE**