



Student Reimbursement Request

Student's Name: _____ Date: _____

Graduation Year: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

| Amount of request | Purpose (Trip payment, uniform payment, varsity jacket payment, etc) |
|-------------------|--|
| \$ | |

Payment type requested (check one):
 Send Check Payable to: _____
 Transfer from Student Account

Student Signature _____

Parent Signature _____

| <u>This section completed by Student Account Manager</u> | <u>This section completed by the Treasurer</u> |
|---|--|
| StudentID: _____ Starting Balance: \$ _____ | Check issued on: ____ / ____ / ____ |
| TransactionID: _____ Request Amount: \$ _____ | Check Number: _____ |
| Ending Balance: \$ _____ | Request Received: ____ / ____ / ____ |
| Approved by: _____ (Chairperson or Executive Committee Member) | |

Instructions:

- **Print legibly!** Our inability to read may delay reimbursement.
- **Important dates:**
 - All requests (form & receipts) must be in the hands of the SGMB by the end of the monthly business meeting (held the 2nd Monday of each month).
 - Student Account Manager will update the database and present requests to the treasurer by the 2nd Friday of the month.
 - Treasurer will transfer funds or send check requests to the bank by the 3rd Friday of the month.
 - Bank will mail checks to the **address on record****.
 - Monthly balance reports will be calculated and posted in the Choral Room the 1st Monday of every month.
- Please return this form (**w/receipt**) to the Senior High School office, or mail to the Spring Grove Music Boosters; 1490 Roth's Church Road; Spring Grove, PA 17362. The office staff will put your request into the booster's mailbox.
- A receipt, copy of receipt, or cancelled check is required for reimbursement.
- Retain a copy of this form and receipt for your records.
- Additional copies can be found on the 'Printable Forms' page at <http://www.sgmusicboosters.org>.

Note: ** All participants in the Student Account Program must have contact information

Address any questions to the Music Booster President, Vice President, or Student Account Manager.