



AUSTIN HIGH SCHOOL BAND BOOSTERS

PARENT/VOLUNTEER REIMBURSEMENT / CHECK REQUEST FORM

Form Instructions: Please complete the information below, attach your receipts, and return the completed form to the mailbox in the Band Director's Office at Austin High School – 1715 W. Cesar Chavez, Austin, TX, 78703 – and email askahsband@gmail.com to let us know it is there.

We are unable to reimburse for sales tax.

Please provide vendors with the sales tax-exempt form found on www.ahsmaroonband.org

Payment Information:

Make Check Payable To: _____ Date: _____

Requested by: _____ Email: _____ Phone #: _____

Please complete the following payment information and attach additional documentation if necessary:

Invoice Date	Vendor	Brief Description of Expense	Amount
Total (Please include total amount from attached receipts):			

Vendor Information (optional):

Please complete the following information if you would like the payment to be sent directly to the vendor:

Vendor Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Tax ID # / Social Security # (required for Services): _____

Required Signatures:

Requestor's Signature: _____ Date: _____

Secondary Board Member Approval: _____ Date: _____

ALL CHECK REQUESTS MUST BE APPROVED BY A BAND BOOSTER PRESIDENT OR VICE-PRESIDENT.

We regret that incomplete forms will be returned and could result in delay of payment.

Questions? Please email askahsband@gmail.com

<u>Treasurer's Use Only:</u>	Disbursements: Date Rec'd: _____ Check #: _____ Check Date: _____
	Treasurer: Check Amt: _____ Date Print Mailed / Delivered (circle one): _____
	Remarks/Notes: _____