



Allatoona Band Boosters Association, Inc.

Request for Reimbursement of Funds

1. Must be submitted within 30 days of purchase.
2. Receipt must on an 8.5' x 11" piece of paper with an explanation of the items purchased.
3. If the item purchased needed pre-approval from the board, attach the signed approval.

Name: _____

Date of Expense: _____

Amount of Expense: _____

Purpose of Expense: _____

Committee Chairperson Signature: _____

Expense Account: _____

For Treasurer's Use Only:

Date Submitted for Reimbursement: _____ **Check Number:** _____

Date Delivered: _____ **Date Mailed:** _____