



The Inglemoor High School Music Boosters

Request for Payment or Reimbursement of Expenses

Date Paid	Description of Item or Servicer & Event or Use	Amount
		\$
		\$
		\$
		\$
		\$
		\$
Total Amount Requested		\$

Date of Request	
Make Check Payable to	
Street Address	
City, State, and Zip	
Requester Phone Number	
Requester Signature	

Please fill out this form completely and attach an itemized receipt or invoice within two months of paid date. Incomplete requests may be returned and may delay payment. Please mail, e-mail, or deliver completed form to the IHS Music Booster Treasurer, with receipts attached or scanned.

Inglemoor High School Music Boosters ♦ PO Box 82812 Kenmore, WA ♦ 98208-0812
ihmbtreasurer@gmail.com

For Treasurer Use

Date Received	
Approved for Payment by	
Date Paid	
Check Number	
Amount	
Delivery Method	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Deliver