

Seaholm Band Boosters/Bands Check Request Form

Please complete this form for expenses incurred on behalf of Seaholm Band Boosters/ Bands.

1. Check request may be completed for reimbursement of band volunteer out of pocket expenses or for direct payment to a vendor.
2. Please attach all original receipts (s) or vendor invoice (s) to this check request.
3. Submit this form and expense documentation to the Seaholm Band Boosters/Band Treasurer:

Brad Morton 537 Pleasant St., Birmingham, MI. 48009

Requested by: _____ Amount Requested \$ _____

Issue Check to: Name _____ Date Requested: _____

Address: _____

City State Zip _____ Phone # _____

Expense description: _____

Approved by: _____ Signature: _____

For Treasurer Use: Check # _____	Date Issued: _____
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Amount of check \$ _____	Budget Line Item _____
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