

## How to submit a receipt for band expenses

If you are not a board member, please check with the President or President-Elect **before** incurring any reimbursable expenses, unless you have been asked to buy something directly by the band directors.

If you are a committee member, please check with your chair **before** incurring any reimbursable expenses. The committee chair is responsible for managing the total budget of their event.

1. Please provide original or copy of full receipt.
2. Tape receipt to a white 8.5 x 11-inch sheet of paper.
3. Mark on the page EXACTLY what function the purchase is for, i.e. "Seminole Band Festival," "Middle School Night," "Office supplies," "Water", etc.
4. Mark on the page whether:
  - a. You want to be reimbursed or:
  - b. You want to have the money credited to your child's account. In that case, please include your child's name.
5. You may put as many receipts and descriptions as will fit on a single page, as long as they don't hang off the page.
6. Place page(s) with receipt(s) in a legal-size envelope (those are the long ones...)
7. Write "RECEIPTS" on the envelope.
8. Send the envelope to school with your student, and have him/her place the envelope in locked box in the band office.