

## 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 fill out the Seminole High School Band Parent Association Check Requisition Form. <http://seminolehsband.org/Docs/BPA/SHSBPACheckRequest.pdf>
2. Please provide original or copy of full receipt.
3. Tape receipt to a white 8.5 x 11-inch sheet of paper and attach to Check Requisition Form.
4. Mark on the page EXACTLY what function the purchase is for, i.e. "Seminole Band Festival," "Middle School Night," "Office supplies," "Water", etc. If you are not sure, please check with your committee chairperson or the President or President-Elect for the correct description.
5. 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.
6. 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.
7. Place page(s) with receipt(s) in a legal-size envelope (those are the long ones...)
8. Write "RECEIPTS" on the envelope.
9. Send the envelope to school with your student, and have him/her place the envelope in the safe in the band office.