

TOHS Band Boosters
Request for Payment
(Use separate request forms for each payment)

Date of Request: _____

Check Payable To: _____

Mail To: _____ Hand Off to: _____

Request Made by:

Name: _____

Phone: _____ Requestor Signature: _____

Is expenditure approved in budget? (Y/N)

If No, please explain: _____

Account	Amount	Description (including activity and vendor)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Check	<input type="text"/>	Date Paid: _____ (by Treasurer)

Executive Board Member Approval _____

Special instructions/other explanation: _____

Account List:

3000 Member Contributions (for refunds)	6465 Office Expenses
3150 Alternate Clothing (for refunds)	6475 Postage
5120 Trailer Sponsorship Expenses	6485 Publicity
5150 Alternate Clothing Expense	6535 Equip Repair and Maintenance (General Band)
5155 Color Guard Access.	6585 First Aid Supplies
5355 Competition Judges (MBOS Home Comp)	6596 Admin - Other Booster Expenses ADBF & Middle Schools
5360 Food (MBOS)	6700 Purchase of Instruments
5365 Program, Ads (MBOS)	8110 Food Expense (Marching Band)
5378 Trophies (MBOS)	8115 Food Expense - Non-Edible (Marching Band)
5390 Misc (MBOS)	8120 Equipment & Transportation Expense (Marching Band)
5340 Sounds of the Conejo Expense	8122 Equipment Repair & Maintenance (Marching Band)
5440 Sights of Conejo Expense	8140 Freshman Welcome/Fall Follies
5600 Dinner Dance Expenses	8150 Miscellaneous Marching Expenses
5685 Holiday Concert Expenses	8172 Field Show Expense (Marching Band)
5689 Concert in the Park Expenses	8174 Production Costs (Marching Band)
5775 Fundraising Opportunities Expenses	8180 Senior Circle
5785 Fundraising Expense - Other	8185 Tickets (event admission)
5790 Student Fundraiser Expense ASB	8190 Uniform Expenses (Marching Band)
5800 SCSBOA Expense	8513 Fall Trip (Marching Band)
5815 Band Banquet	8700 Winter Guard Expenses
6000 Instruction	8800 Drum Line Spring Expense
6100 Concert Music	8900 Jazz Band Expenses
6300 Percussion 1st Semester	
6302 Percussion 2nd Semester	
6405 Bank Charges & Merchant Fees	
6410 Band Room Improvements	
6425 Copier Lease	
6460 Fees	
6462 Membership Expenses	