Perkiomen Valley High School
Music Boosters

Reimbursement/Check Request

All purchases must be pre-approved by the designated PVHS Music Booster contact for the event/group. Any purchases not pre-approved may not be eligible for reimbursement or payment. All requests for reimbursement must be made within 30 days of the expenditure or 15 days after the end of the fiscal year (July 1st to June 30th) whichever is earlier.

Requestor Name _____ **Date** _____

Store/Item/Reason	Amount
For reimbursements, list each item separately. Include name of store, date and reason for purchase. Total:	

For all requests, attach the original invoice, delivery receipt and/or register receipt(s) as appropriate.

☐ Check Payable to

☐ Credit to Student Account

Name _____

Address _____

_____

Approved (Signature) _____

By (print name) _____

(Committee Chairperson, Event or Group Director)