

Kamiak Performing Arts Boosters Expense Reimbursement Request

www.kamiakarts.org

- Before incurring expense on behalf of a Kamiak performing arts program, please verify that the expenditure has been approved by that program's director, in accordance with the program's approved budget
- This completed form signed by the program director or designee AND related receipts must accompany all reimbursement requests, please keep copies for your records.
- Requests must be submitted within **45 days** of the expense
- Complete the form online, save and email along with scanned copy of receipt to Director for approval, Director will forward to Treasurer. **OR** deliver signed request and receipts to KPAB Treasurer via payment box in the band room OR mail to KPAB, PO Box 1016, Mukilteo, WA 98275
- For questions please contact your program director, or the Treasurer at treasurer@kamiakarts.org

Date of request _____

Amount \$ _____

Detailed Description of Expense

Event name _____ Date of event _____

Vendor _____

Item or service purchased: _____

Please indicate the program for which you incurred this expense. If the expense is shared by more than one program, please indicate a percent for each.

Show Band _____ Fall Guard _____ Winter Guard _____ Jazz _____ Choir _____ Drama _____ Orchestra _____

Dance _____ Winter Percussion _____ Other (please list) _____

OR boosters general expense _____

Please select your preferred reimbursement method from the two choices below:

1. Credit reimbursement to the following student's KPAB account

OR

2. Make check payable to: _____

Mail check to _____

Street address or PO Box

City

State

Zip code

Submitted by (please print): _____

Telephone (____) _____ - _____ Email _____ @ _____

Program Director or designee Approval (obtain signature or email completed form to Director)

Budget Code Reference Number _____ **Date approved** _____

Director's budget notes _____

For Treasurer use only:

Check Number _____

Date of Check _____ Amount _____

Treasurer Notes _____