



Savanna Band and Colorguard

Savanna High School
301 N. Gilbert Street, Anaheim, CA 92801

REIMBURSEMENT REQUEST

Date: _____

Account	Title	Amount	Reason
1110	Coaching Staff		
1210	Band Equipment & Supplies		
1220	New Equipment		
1230	Colorguard Equipment		
1240	Field Props / Equipment		
1310	Drill		
1320	Music		
1410	Uniform Savings		
1430	Drum Major Uniforms		
1440	Colorguard Uniforms		
1450	T-Shirts		
1460	Cleaning		
1510	Truck Rentals		
1520	Truck Expenses		
1530	Buses		
1610	Entry Fees		
1710	Awards Banquet		
1720	Student Activities		
1730	Resale Supplies		
1740	Student Activity Credits		
1810	Tournament Expenses *		
1820	Fall / Showcase Dinners *		
1830	Car Wash / Rummage Sale *		
1840	Cookie Dough Fundraiser *		
1841	Other Fundraising (Cow Chip)		
1910	General Expenses		
1920	Insurance - Liability		
1930	Communication		
1940	First Aid		
1950	Bank / Tax / Legal Fees		
1998	ASB Transfers		
1999	Unallocated Reserve		
	Total Requested		

Check Payable to: _____

Requestor: _____

Attach Receipts Here or On Attached Sheet

Reimbursement Process

1. Determine Budget and Organization Financial Standing prior to incurring expense. Note, if item is not budgeted, authorization by the board is required prior to expending funds.
2. Collect Receipts and supporting documents
3. Submit Reimbursement request by submission of this form or similar document.
 - a. Identify account and amount (collecting multiple expenses at one time is permitted, but each account to be credited must be identified)
 - b. Attach receipts to this form by attaching them over this space. Use additional page if necessary.
 - c. Indicate any special information or circumstances in the space below or additional pages.
 - d. Submit prior to the board meeting so that the treasurer can collect and organize all requests (note - you can email this form and bring the receipts at the meeting).
4. All items will be reviewed for approval at the next board meeting. Expedited payments must be pre-approved by the board.