



Reimbursement Form

Novi High School Band Boosters
Treasurer: novibandtreasurer@gmail.com

Guidelines for using this form:

1. This form is for expenses already paid by you and to be reimbursed to you. Please use a Check Request form if you need the band to pay a vendor directly.
2. All reimbursement requests must be accompanied by electronic copies of your receipts. PDF copies of your receipts are preferred as we store all our files online.
3. Reimbursement checks will be mailed to your home directly from the bank.
4. Please submit reimbursement requests within 10 days of the expense.
5. Please submit separate reimbursement requests for items in different categories. For example, reimbursements for props and expenditures for a fundraiser should not be on the same form.
6. **You can type in the PDF version of this form, however it does not save data.** Please “print” it as a PDF to preserve your information

Name: _____

Request Date: _____

Address: _____

Phone: _____

Reason for Purchase: _____

Store/Vendor	Item	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Reimbursement Requested _____

Please send all reimbursement forms and receipts to novibandtreasurer@gmail.com.