**MOORE SQUARE ARTS BOOSTERS**

**PAYMENT/REIMBURSEMENT REQUEST FORM**

Instructions:
1. Please print and complete every part of this form except the ‘For Arts Boosters-Use’ section.
2. Attach invoice(s) to be paid or receipt(s) to the form.
3. Attach a stamped, self-addressed envelope if you would like the check mailed. Otherwise, you will be notified to pick up your check, via email or phone, when it is ready. All checks for teachers will be placed in his/her school box.
4. Leave the completed form and supporting information in the Arts Boosters drop box located in the Moore Square office.

Please note - all Check Requests are subject to Arts Boosters approval. Requests without receipts may be denied.

Check Request by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Activity/Department** | **Description of Expenditure** | **Amount** | **Invoice/Receipt?** 🗹 |
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Total Requested $ \_\_\_\_\_\_\_\_

Payable to (if different than Requestor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special note to Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arts Boosters Treasurer Use Only**

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| --- | --- | --- | --- | --- |
| **Date Received** | **Board Approval** | **Check Number** | **Date Paid** | **NC Sales Tax** |
|  |  |  |  |  |