



Green Hope High School Band Boosters
PO Box 358 🎵 Morrisville, NC 27560

Reimbursement/Check Request Form
Indicate choices by placing an "X" in box

Date: _____
mm/dd/yyyy

Requestor: _____
name:

(select one):

Booster Reimbursement? or

Vendor Check Request?

Payment Line item Amounts (see second page for list of account codes):

Account Code	Description of Item	\$ Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL		_____

Reimbursement To (select and complete one):

Booster Name and Address: _____ Booster Phone: _____

Booster Student name _____

Reimbursement Method (check one): Check Student Fair Share account

OR

Vendor Name: _____ Vendor Phone: _____

Vendor Street Address: _____

Vendor Check Total Amount: \$ _____

Authorized by (signature of Booster Officer): _____

Instructions:

- a) Complete form above
- b) Attach receipts, invoices, price estimate, quote or purchase order, etc.
- c) Submit form to Band Boosters Treasurer via email or PO Box



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MARCHING BAND

6105-Managerial Expense
6112-2012 Entry fees
6122 2012 MBU Show Design
6120-Show Design - Other
6130-Marching Band Staff
6140-Competition Travel

6145-Hospitality/Football Games
6146-First Game Social
6147 Senior Events and Activities

6150-Band Camp (including travel and truck)

6160-Pit and Props
6165-Percussion Supplies
6170-Truck Rentals
6180-Marching Field Maintenance
6185-First Aid
6190-Uniform Cleaning only
6195-Colorguard
6199-Other Expenses

6300-Winterguard Expenses
6310-Winterguard Flags
6320-Winterguard Show Shirts
6330-Winterguard Prop and Paint
6340-Winterguard Registrations
6350-Winterguard Show Design
6360-Winterguard Costumes
6370-Winterguard Staff
6380-Winterguard Travel

6400-Winter Drumline Expenses
6410-Drumline Staff
6420-Drumline Show Design
6430-Drumline Travel
6431-Truck Rental
6432-Bus
6433-Housing
6430-Drumline Travel Other
6440-Drumline Show Registration
6450-Drumline Uniforms
6460-Drumline Show Shirts
6470-Drumline Prop
6480-Drumline Truck Rental
6495-Equipment

GENERAL BUDGET

7120-Insurance
7130 Accounting Tax Return
7132-Office Supplies
7133-Postage
7134 Website
7140 Personal Property Tax
7150 Scholarships
7180 Financial Aid
7185 Uncollectible AR - PY
7190 Maintenance/Repairs
7195 Miscellaneous Expense
7197 Transfer to Floor Reserve
7100-Board of Directors – Other

7210-Band Directors Conference
7220-Classroom Supplies
7230-Memberships
7240-Guest Clinicians
7245 YEAR ROUND STAFF
7255-Instrument Repair
7260-Music
7280-Honors Bands

7300-Social/Hospitality
7310-Freshmen Liaison
7320-Senior Activities
7330-Awards

7600-Uniforms

EVENTS

8110-Cost of Art in Motion
8200-Cost of Merchandise
8200-Cost of Concert Attire
8200-Cost of Spirit Wear
8200-Cost of Uniform Items
8300-Cost of Special Trips

Treasurer Email: treasurer@greenhopeband.org

President Email: president@greenhopeband.org

Website: <http://www.greenhopeband.org>

FaceBook: <https://www.facebook.com/GreenHopeBands>