

# Anderson High School Choir Booster Check Payment/Reimbursement Request

To be reimbursed promptly remember that:

- ✓ Check payment requests **MUST** have a receipt, invoice, or proof of payment attached to this form. **NO EXCEPTIONS.**
- ✓ The AHS Choir Booster Club is a tax exempt organization; therefore, there is no need to pay sales tax when making purchases for the organization. Advise the vendor of this at the time of sale. If necessary, complete a sales tax exemption form (contact Dana Morgan) and present it to the vendor when making purchases.  
If you pay sales tax, it **CANNOT** be reimbursed.
- ✓ Submit request within **6 weeks** of the date the expenditure is made or it may not be processed.

Today's Date: \_\_\_\_/\_\_\_\_/2020

Requested by \_\_\_\_\_ Email address \_\_\_\_\_

Name of Payee \_\_\_\_\_ Phone \_\_\_\_\_

Address of Payee \_\_\_\_\_  
Street City State Zip Code

Budget Category: \_\_\_\_\_

Purpose of Expenditure	Vendor	Amount
		.
		.
		.
		.
		.
	<b>Total amount of check</b>	<b>\$</b>

\_\_\_\_\_  
Signature of requestor  
*(Required)*

\_\_\_\_\_  
Date

**Please leave this form and supporting documentation in the Treasurer's folder in the choir office or mail to:**  
**Dana Morgan**  
**7803 Heathercrest Circle**  
**Austin, TX 78731**  
[danamorgan1@me.com](mailto:danamorgan1@me.com) (512) 921-3428

\*\*\*\*\* Treasurer's Use Only \*\*\*\*\*

Check # \_\_\_\_\_