

# Towson High School Music Boosters, Inc.

## Disbursement Request

### INSTRUCTIONS

Thank you for your help in expediting disbursements and tracking our expenses. Please complete the form below legibly. Questions? Contact Music Booster Treasurer.

- All monetary disbursements from THS Music Boosters must be accompanied by appropriate paperwork. Allow 5-10 business days for processing. Please complete this form and attach all supporting receipts or vendor invoice(s). Use grid to list individual expenditures if more than one receipt.
- Scan and return paperwork to the THS Music Boosters treasurer listed above. Or bring the paperwork to our next music boosters meeting.

Date: \_\_\_\_\_ Contact Person Requesting Check: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Event/Purpose of Expenditure: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_ Check payable to: \_\_\_\_\_

Check delivered (by hand, dropped in office, mailed – indicate where):

	Date	Amount	Vendor	Purpose
Ex.	9/4/19	\$26.50	Walmart	Cases of water for band camp
<b>TOTAL</b>				

**For official use only:**

<b>Check #:</b> _____	<b>Date:</b> _____	<b>Amount:</b> _____
<b>Category/Account:</b> _____	<b>Processed?</b> _____	
<b>Memo:</b> _____		