

**Expense Request Form
Foothill Band Booster General Fund**

Date of Request: _____

Name of Person Requesting Funds: _____

Associated Event or Activity: _____

Amount of Request: _____

Check Payable to: _____

Date Funds Needed: _____

Vendor/Supplier: _____

Reason for Expense:

Approvals to be obtained prior to expenses being incurred:
(Must include event chairperson where applicable and two board members)



Event Chairperson: _____

First Band Board Member (Name & Signature):

Second Band Board Member (Name & Signature):

Original Signed Form to be turned into Band Booster Treasurer: Jackie Joda, via Band Mail Slot or at (address). Copy of this signed form and the actual expense receipt to be turned in for reimbursement.