

**Gunn High School Band/Orchestra Boosters**  
**Check Request Form**  
**ALL RECEIPTS MUST BE ATTACHED**

**Date:** \_\_\_\_\_

**Check Requested by:**

- Todd Summers                       Sandra Lewis                       Name \_\_\_\_\_

**Budget Category:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Attire                        | <input type="checkbox"/> Appreciation                  | <input type="checkbox"/> Awards-year end          |
| <input type="checkbox"/> Orchestra awards (chamber)    | <input type="checkbox"/> Senior Farewell Activities    | <input type="checkbox"/> Band Director Conference |
| <input type="checkbox"/> Be A Star Expense             | <input type="checkbox"/> CMEA Snack Bar                | <input type="checkbox"/> CMEA Awards              |
| <input type="checkbox"/> Coaching                      | <input type="checkbox"/> Entry Fees (CMEA & Festivals) | <input type="checkbox"/> Filling Fee              |
| <input type="checkbox"/> Bus Rental & Transportation   | <input type="checkbox"/> Guest Artist                  | <input type="checkbox"/> Instrument Purchases     |
| <input type="checkbox"/> Instrument Repairs            | <input type="checkbox"/> Instrument Supplies           | <input type="checkbox"/> Sheet Music              |
| <input type="checkbox"/> Office Supplies (Band & Orch) | <input type="checkbox"/> Printing (mailing & postage)  | <input type="checkbox"/> Tri-M Membership         |
| <input type="checkbox"/> Cheesecake fundraising        | <input type="checkbox"/> Wreath Expense                | <input type="checkbox"/> Student Hospitality      |
| <input type="checkbox"/> Scholarships                  | <input type="checkbox"/> Miscellaneous                 | <input type="checkbox"/> President's budget       |

**Write Check to:**

- Todd Summers                       Sandra Lewis                       Pay Directly

**Name:** \_\_\_\_\_

**Address :** \_\_\_\_\_

\_\_\_\_\_

Description of Expense	Amount To Be Reimbursed
1.	\$
2.	\$
3.	\$
4.	\$
<b>Total:</b>	<b>\$</b>

**Booster Officer Signature(s):**  
**(2 signatures required)**

- Debera Brown                      \_\_\_\_\_  
 Phaih-Lan Law                      \_\_\_\_\_  
 Duncan MacMillan                      \_\_\_\_\_

**Treasurer use:**

**Check #:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Bank date:** \_\_\_\_\_