



Houston High School Band Boosters
P.O. Box 38233
Germantown, TN 38183

Check / Reimbursement Request

Requested by: _____

Pay to: _____

Address: _____

Address: _____

City: _____ State: ____ Zip: _____

Email: _____ Phone: _____

*Submit this form and all receipts to the Treasurer
in person, to the P.O. Box above, or by email to
houstonbandtreasurer@gmail.com.*

Please provide a complete description of items and their uses below. Combine multiple items used for the same purpose (e.g. assorted hardware items for props) and the subtotal for those items in the same box. Use a separate box for items with different uses (e.g. props in one box and decorations for an event in a separate box).

Items:		
Use:		Subtotal: \$ _____

Items:		
Use:		Subtotal: \$ _____

Items:		
Use:		Subtotal: \$ _____

Items:		
Use:		Subtotal: \$ _____

Items:		
Use:		Subtotal: \$ _____

Total Request: \$ _____

Approval By: _____
Signature of Band Director or Board President

Date: _____