

# NFHS Band and Orchestra

## Student Account Reimbursement Check Request Form

Use this form to be reimbursed for music related expenses from your student's fundraising account.

Parent Name: \_\_\_\_\_

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

Check payable to: \_\_\_\_\_

Dollar amount requested: \_\_\_\_\_

Reimbursement is for:

- |  |   |
|--|---|
| <input type="checkbox"/> Lessons             | <input type="checkbox"/> Marching Band or Orchestra Camp<br>(use Transfer form instead) |
| <input type="checkbox"/> Instrument Purchase | <input type="checkbox"/> Banquet (use Transfer form)                                    |
| <input type="checkbox"/> Instrument Repair   | <input type="checkbox"/> Other: Please specify on line below                            |
| <input type="checkbox"/> Music Supplies      |   |

\_\_\_\_\_  
Please include copies of receipts. Use the Transfer form found on the Student Accounts page at [www.nfhsmusic.org](http://www.nfhsmusic.org) for camps or other booster-sponsored events (no receipt required for camps or events).

Submit this form to the Student Accounts Coordinator in the Booster mailbox in the NFHS Band Room (#111) or mail it to Barb Hanus, 28651 Oak Point Drive, Farmington Hills, MI 48331. **Please include a self-addressed stamped envelope so your reimbursement check can be mailed to you.**

The Student Accounts Coordinator will verify that the funds are available in your account and approve the request and the treasurer will write the check.

If you have questions or wish to know your student's account balance, contact Barb Hanus at [studentaccounts@nfhsmusic.org](mailto:studentaccounts@nfhsmusic.org) or 248-553-8721

### **BOOSTER APPROVALS:**

Student Account Coordinator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_