



**Student Activity Account
 ~ Withdrawal Request Form ~**

1. Submit this completed form to the Director of Bands **no later than October 29, 2010**.
2. The approved expense can be paid if there are sufficient funds in your student activity account. Appropriate documentation of the expense must be submitted with this form.
3. Staple invoice, bill, or receipt for expenditure to the back of this form. Write your name on each item.
4. A check will be written directly to the vendor, store, or teacher. Reimbursements for previous expenditures are not allowed. Checks cannot be written to a student or family member.
5. Unclaimed funds remaining in student activity accounts will be transferred to the General Fund.

Date submitted: _____ Amount requested: \$ _____

Student's name: _____ Phone: _____

Check payable to: _____ Date check needed: _____

Payee's address: _____
Zip code

How do you want the check returned? Please mark one:

- Mailed to Payee.
 Other. Describe: _____

Describe reason for check.

Allowable expenses include: band contract fees; band-sponsored trip expenses; private music lessons; instrument purchase or rental; instrument repair and maintenance (including parts, reeds, mutes, lyres); registration fees for honor bands, clinics, music camps; registration fees for band competitions including accompanist fees; band uniform shoes, gloves, summer uniform shirts, show shirts; other band-related expenses approved by the Director of Bands.

Signature of Parent/Guardian: _____ Date: _____

To be completed by Director (Please do not mark in this area.)

I approve this request for funds.

Signature of Director of Bands: _____ Date: _____

To be completed by Treasurer (Please do not mark in this area.)

Date this form received by Treasurer: _____

My records confirm that there is sufficient funding in this student activity account.

Check amount: \$ _____ Check number: _____ Check date: _____

How returned? To Director In person to parent Via mail to parent Via mail to payee

Date mailed/returned: _____