

Wake Forest-Rolesville Band Boosters

Band Account Withdrawal Form (for credit balances only)

Instructions:

1. *Reimbursements of out of pocket expenditures may be requested if:
the student's band account has a credit balance
AND the student has covered their fair share band program charges for the band year.*
2. *The following types of out of pocket expenditures may be requested for reimbursement*
 - a. *Instrument repair charges*
 - b. *Instrument supplies and accessories (i.e. tuner, reeds)*
 - c. *Music lessons (instructor must be pre-approved by the Band Director)*
3. *All **receipts** must be attached for the full \$ amount requested for reimbursement.*
4. *Approved \$ amounts will not exceed the credit balance in the student's band account.*
5. *Approved expenditures will be deducted from the credit balance in the student's band account and will be reimbursed to the student/parent in the form of a check.*

Form - Section 1:

Student Name: _____

Parent Name: _____

Description of Expenditures: _____

Amount: _____

Date: _____

Form - Section 2: (Fill out the section below only if requesting reimbursement for music lessons)

Name of Instructor: _____

Signature of Band Director: _____

Treasurer use only:

Date Paid: _____

Check #: _____

Signature: _____