



Sumner Band Parents Association
Check and Reimbursement Request Form

Type of Request (Check one):

☐ Check Request ☐ Reimbursement ☐ Debit/ Credit Card

- For all check requests, checks must be made out to the vendor for the exact purchase amount and provide a copy of the invoice or documentation of request (i.e. registration form for tournament, bus charter confirmations, etc.)
- For all reimbursements, original or copy of receipts are required and must be stapled to the back of this form.
- All check requests should be submitted at the SBPA Meeting or contact a SBPA Board Member.

Your Name	
Committee/Activity	
Exact Amount Requested	
Make Check Payable To:	
Mailing Address (if not indicated on invoice)	
Description of Use:	
Date of Request	
Date Funds are Required	

SBPA Official Use:

Check # _____

Date Issued: _____

☐ Approved

Debit Card Transaction:

☐ Not Approved

Date Issued: _____

☐ Additional Information Required

☐ Approved at Reduced Funding Level

Account code/class: _____

Treasurer _____

Date _____

Board Member _____

Date _____

Reason if denied or at a reduced level of funding