

## SPMS Music Boosters Check Request Form

Write Check to: \_\_\_\_\_ Date: \_\_\_\_\_

Payee: \_\_\_\_\_

Address: \_\_\_\_\_  

Street
City
State
Zip

Contact Information: \_\_\_\_\_  

Phone Number
E-mail

Budget Category/Event: \_\_\_\_\_

ie: Instrument/Equip Repairs, Music Equip Purchases, Sheet Music & Supplies, Travel & Performance Exp, Other

Requested by: \_\_\_\_\_ Position: \_\_\_\_\_

**Please list expenses below:**

Receipt Date	Name of Store/Vendor	Description of Purchases	Amount	Program <small>(MS Band, Orch, Choir, 5<sup>th</sup> Grade Band, ALL)</small>
Total requested			\$	

**Please attach ORIGINAL supporting receipts / invoices to the back of this form.**

**-- For Treasurer's Use --**

**Approval:**

\_\_\_\_\_  
President's Signature
\_\_\_\_\_  
Date
\_\_\_\_\_  
Secretary's Signature
\_\_\_\_\_  
Date

Amount of check: \$ \_\_\_\_\_

Check #: \_\_\_\_\_

Invoice Attached

Receipt Attached

**Please make a copy for your records before submitting to:**

South Pasadena Middle School Music Boosters Treasurer  
 treasurer@spmsmusicboosters.org  
 1500 Fair Oaks Ave, South Pasadena, CA 91030