



SPECTRUM BAND PARENTS ASSOCIATION STUDENT ACCOUNT REIMBURSEMENT FORM

All requests for reimbursement, band tour payment or fund transfer to a sibling must be submitted to Mr. Davis no later than **June 1st of any school year.**

Each request will be reviewed by Mr. Davis and, if approved, forwarded to the Band Parents Association on the **30th of each month** for reimbursement, payment for travel or to transfer funds to a sibling.

Reimbursement or payment requests can be submitted for the following:

- ❖ Instrument rental or purchase
- ❖ Music-related supplies (reeds, music books, repairs, supplies)
- ❖ Private music lessons
- ❖ School-related items such as: laptop, calculator
- ❖ Band Tour Payments
- ❖ Account transfer to a sibling (upon graduation)

Please note - any outstanding funds due to the Band Parents Association (i.e. fundraising money, uniform costs, trip payments owed from previous school years) will be deducted from the reimbursement or transfer request total.

General Information:

Student Name: _____ Date: _____

Parent/Guardian Name: _____ Phone #: _____

Email: _____ Signature: _____

Date of purchase or tour payment: _____

Cheque made payable to: _____

Purchase Reimbursement:

Each request for reimbursement must be accompanied by a copy of your original receipt.

Amount Requested: \$ _____ Business Name: _____

Provide a brief explanation (i.e. lessons, transfer to sibling, band tour payment) : _____

Band Tour Payments:

Amount for Tour Payment: _____

Account Transfer:

Sibling's name: _____ Amount to transfer to sibling: _____

**SUBMIT THIS FORM TO MR. DAVIS IN A SEALED ENVELOPE MARKED
"STUDENT REIMBURSEMENT REQUEST"**