



**Request for: Check
Reimbursement Check**

**Cash (& Box)
Payment Online**

Scan all receipts/invoices and attach them as pdfs to the email.

Email to treasurer@ogbb.org and send original receipts to the Treasurer immediately.

The Oak Grove High School Band Boosters (OGBB) -- Tax ID 77-0094216 -- Serving the Oak Grove Band and Guard Since 1985

Your Name & OGBB Position: _____

Address: _____

Telephone: _____ **Email:** _____

If requesting a check, describe what the check is for, who to make it out to, and amount.
If requesting a payment online, provide website URL, product name/number, amount.
If requesting cash, describe the event, the date you need it, the denominations, etc.

Expenditure was for: _____

Check to / item bought: _____

Total: _____

Reimbursement not claimed -- donation to OGBB: _____
(Refund due must be calculated and entered manually.)

Refund Due: _____

Signature: _____ Date: _____

For OGBB Treasurer Use: *(Add info as needed to describe the payment, ex: paid with booster credit card.)*

Membership-approved activity

Executive board-approved expenditure

Budget Category	Check Number	Amount

President's signature: _____

Treasurer's signature: _____