

Cedar Ridge HS Choir Reimbursement/Payment Request

1. Complete a Choir Reimbursement/Payment Request Form.
2. Staple a receipt, invoice or order form to the top right of the form.
3. Please make an additional copy for your records.
4. Return the completed form to Ms. P in the choir room or Cindy Rewerts.
5. Please indicate if payment should be mailed or hand delivered.
6. PLEASE HELP US KEEP OUR RECORDS STRAIGHT AND CASH YOUR CHECK PROMPTLY!
7. If there are any questions, email Cindy Rewerts cindy.rewerts@gmail.com

CRHS Choir Reimbursement & Payment Form	
Date	
Name of person requesting payment	
Email address/telephone # of person requesting payment	
Make check payable to	
Committee or Activity Name	
For what purpose	
Delivery Method – Hand Delivery or Mail Delivery	
Mailing Address	
Total amount to be paid:	

For Treasurer Use Only:	
Date Paid:	
Check Number:	
Budget Category:	
Authorized By (Choir Director or Booster President):	