

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 Lisa Dumain.
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 Lisa Dumain @ thedermans@bellsouth.net

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