

**FINE ARTS BOOSTERS OF BARRINGTON HIGH SCHOOL
REIMBURSEMENT PAYMENT REQUEST FORM**

616 WEST MAIN STREET, BARRINGTON, IL 60010

To Request a Reimbursement Check:

- 1) Complete Reimbursement Form and obtain approval signature from Committee Member or Officer
- 2) Attach receipt or invoice (use FAB's Tax Exempt Letter to avoid Sales Tax)
- 3) Submit Reimbursement Form and invoice to FAB Treasurer

Date Submitted: _____

Check Payable to: _____

Address of Payee: _____

Check Amount: _____

Explanation of Expenditure:

Submitted

By: _____ **Signature:** _____

Approved

By: _____ **Signature** _____

For Treasurer Use Only:

Budget Category: _____

Check #: _____

Date Paid: _____

Amount if Different: _____