



DEEP RUN HIGH SCHOOL VOCAL MUSIC BOOSTERS

EMAIL OR MAIL THIS FORM AND ALL RECEIPTS TO:

DEEP RUN HIGH SCHOOL
 SHELLY BROWN
 4801 TWIN HICKORY RD
 GLEN ALLEN, VA 23059
 CELL: 804-402-4667
 EMAIL: SCBROWN@HENRICO.K12.VA.US

EXPENSE STATEMENT

Please complete the information below to describe the requested reimbursement expense. Be sure to attach all receipts, bills, etc and return to Shelly Brown

The check should be made payable to: _____

<u>Expense Category:</u>	<u>Description:</u>	<u>Amount</u>
Fundraisers	_____	\$ _____
All State	_____	\$ _____
Honors Choir	_____	\$ _____
Concessions	_____	\$ _____
District Choir	_____	\$ _____
Flowers	_____	\$ _____
Folders/Boxes/Supplies	_____	\$ _____
Hospitality	_____	\$ _____
Instrumentalists	_____	\$ _____
Music	_____	\$ _____
Piano Tuning	_____	\$ _____
Administrative (website, fees, insurance, etc)	_____	\$ _____
Senior Banquet	_____	\$ _____
Senior Gifts	_____	\$ _____
Attire	_____	\$ _____
Trip	_____	\$ _____
Repairs	_____	\$ _____
Office Supplies	_____	\$ _____
Miscellaneous/other	_____	\$ _____

TOTAL: \$ _____

To be completed by Treasurer:		
Date Received: _____	Date Paid: _____	Check No: _____