



Round Lake Area Schools Fine Arts Boosters
 800 High School Drive
 Round Lake, IL 60073
 roundlakemusic.com rlasfab.com

Amy Daniels, President
 Colleen Mason, Vice-President
 Evelyn Angeles, Secretary
 David Stefanski, Treasurer

Date: _____

Pay to the Order of: _____

Mail check (circle one) Yes/No

Phone: _____

Address _____

Receipt Date <i>(mm/DD/YY)</i>	Expense Description <i>(Postage, Food, Trophies, etc)</i>	Budget Category <i>(Spirit, Concessions, Event, etc)</i>	Vendor <i>Sam's, Costco, Walmart, etc)</i>	Amount <i>(Receipt)*</i>
Total Reimbursement Amount:				0

**Staple all receipts needed for reimbursements to this form.*

Requestor Signature _____ Date _____

Please submit this form to the Fine Arts Booster Treasurer or a Booster Board member.

Booster Treasurer Use Only		Reimbursement # _____
Date Paid: _____	Date Received: _____	
Check Number: _____	Amount Paid: _____	
Approved by: _____		

Submit completed form to: rlasfab116expense@gmail.com