

Spartan Lyrical Society, Inc.

Booster Organization for
Vocal Music and Drama at SPMS

Expense Reimbursement Request Form

Directions: Please fill out this form, keep a copy for yourself and give the original to the SLS Treasurer. List expenses and applicable details below. Please tape small receipts to the back of this form, and staple large receipts. **All receipts must be original!** All expenses must have prior line-item budget approval, or approval of SLS Board. Thank you!

	Description of Expense	Date Incurred	Amount
1			
2			
3			
4			

I certify that the above expense in the total amount of \$ _____ were incurred on behalf of Spartan Lyrical Society, Inc.

Signature: _____

Make check payable to: _____ Date: _____

Address: _____

Phone Number and/or email: _____

Check Number: _____ Date Paid: _____ Approved by: _____