

WESTERN HIGH SCHOOL INSTRUMENTAL MUSIC DEPT.

REIMBURSEMENT POLICY

PURPOSE:

To set a procedure for reimbursement for any person utilizing their personal funds for Western HS Instrumental Music program use.

PROCEDURE:

Payee should download the Check Request Form from WesternHSMusic.com web site under Forms and complete the form with copies of any and all documents/ sales receipts.

Submit documents to the Treasurer for reimbursement. If the Treasurer is not available then give the documents to the booster President or the Band Director.

The Treasurer reviews and obtains approval of reimbursement from the Booster President / Band Director and will have the check issued and sent to the payee.

Treasurer will submit all information to the Bookkeeper for proper journal entries.