



Allatoona Band Booster Association, Inc.

Purchase / Payment Request

1. Must be submitted within 30 days of requested payment.
2. Must be submitted with corresponding purchase order, invoice, receipt(s), or explanation of funds disbursement.
3. If the intended purchase required prior approval from the executive board, attach the signed approval.

Check 1 from the 3 options below:

Purchase Request			Reimbursement Request	
<input type="checkbox"/> Check	<input type="checkbox"/> Debit	<input type="checkbox"/> Zelle (Instructors Only)	<input type="checkbox"/> Check	<input type="checkbox"/> Paypal (Instructors Only)

Payee: _____

Requested By: _____

Request Date: _____ Payment Due By: _____

Amount: _____

Purpose of Payment: _____

Committee Chair Signature: _____

Expense Account: _____

For Treasurer's Use Only:

Date of Request _____ Date of Payment _____

Checks Only: Check # _____ Date Delivered _____

Delivery Method (check one): In Person _____ Mailed _____