

LAUREL HIGHLANDS BAND PARENT ASSOC. PURCHASE REQUEST

Complete this form to make withdrawals from your student account. No withdrawals can be made until your band/ensemble account balance is paid in full for the season.

I would like to request \$ _____ from my child's student account for the purchase of the following item(s):

Please Circle:

- | | |
|-----------------|--------------------------|
| Band Jacket | |
| Band Shoes | Instrument Case |
| Gloves | Instrument Repair |
| Trip Payment | Instrument |
| Mute | Instrument Strap |
| Reeds | Instrument Stand |
| Mouth Piece | Mallets, Drum Sticks |
| Metronome/Tuner | Rifles, Flags and Sabers |

Other (subject to exec. board/director approval): _____

Account/Student Name: _____

Signature: _____ Date: _____

ADDRESS: _____

Email Address: _____

Are you requesting reimbursement for an item that you have already paid for? Y/N _____

(For executive board use)

Account Balance Available: _____ Date: _____

Executive Board Vote Date: _____

The request was: Approved Denied

This form is effective from June 1, 2014 through May 31, 2015. All forms must be submitted to band safe, with a receipt within 60 days of purchase.

Please allow four to six weeks for processing of this request.

email: lhbandofficer@gmail.com
pride.lhbands.org