

JBHS VMA CHECK REQUEST FORM

Requested By: _____ Date: _____

Payable To: _____ Amount: \$ _____

Give To: _____

Mail To: _____ City/State: _____ Zip: _____

Description	Amount
_____	_____
_____	_____
_____	_____

(use the other side for additional expenses) **TOTAL** \$ _____

Classification of expense breakdown

By Choir Expense

- Chamber/Powerhouse
- Madrigals/ Sound Sensations
- Sound Waves
- Decibelles
- Men @ Work
- Vocal Ensemble
- Muses
- Tech

By Event/Activity Expense

- Administration
- Alumni Pop Show
- Arcadia
- Banquet
- B.O.B.
- Burbank Blast Festival
- Camp—Mt Craggs
- Camp—Pali Mtn
- Candlelight (PH)
- Car Wash

- Chula Vista
- Diamond Bar
- Disneyland (Madrigals)
- Disneyland (SW & DB)
- Fundraising: _____
- Hart
- Holiday Spectacular
- Honor Choir
- Los Alamitos
- Mini Concert
- Music Showcase
- Pancake Breakfast
- Pop Show
- Rummage Sale
- Spring Concert
- Out of State Trip
- _____
- _____
- _____
- _____
- _____

By Other Expense

- _____
- _____
- _____
- _____
- _____
- _____

Please be as specific as possible so that we may post the expense to the proper account!

*Example—
* transportation: truck rental: Pali Mtn;
* Printing: programs: Holiday Spectacular;
* Costume: warm-up suits: Chamber
* Administration: office supplies: box office*

Treasurer Use Only

Date Paid: _____ Check #: _____ Approved by: _____

Receipts Attached Receipts to follow