

# Reimbursement From Student Funds Form

Handled by SD#61 accounts: Reynolds Secondary

## To Access a Music Student's: FUNDRAISING ACCOUNT

Student fundraising accounts can be used as reimbursement  
paid by a district #61 cheque  
for music-related expenses already paid

- IMPORTANT: receipts for reimbursement must be attached to this form
- The list of expenses that can be submitted for reimbursement is extensive (see the website)
- Approval of reimbursed expenses is at the discretion of the music directors
- Completed forms must be dropped in the lock box in the band room

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Number: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Music expense: \_\_\_\_\_

Make the cheque payable to (name and address): \_\_\_\_\_

*Requested Reimbursement Amount (paid by District 61 cheque): \$* \_\_\_\_\_

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### For RMPA use:

Director's approval: \_\_\_\_\_

Confirmation of tour attendance and previous payment(s): \_\_\_\_\_

Confirmation of Funds by Music Account Coordinator: \_\_\_\_\_

Date submitted to accounts clerk: \_\_\_\_\_

- Workflow >:
- student > director > RMPA student account coordinator for verification >
  - coordinator gives copy to account clerk > cheque to student
  - coordinator gives copy to RMPA treasurer