



FHS Theatre Boosters
Reimbursement Request Form

Please attach copies of all receipts. Completed forms with receipts can be submitted to the Treasurer, Tim Parr, via:

Email:

tparr11374@aol.com

Mail:

FHS Theatre Boosters, Treasurer
3501 Rebel Run
Fairfax, VA 22030

FHS:

Drop in FHS Office
FHS Theatre Boosters
c/o Erich DiCenzo

Requestor: _____ Date ____/____/____
Preferred Method of delivery: ____ Mail ____ Pick up from Mr. DiCenzo's room
Details/Address for Delivery: _____

Amount: \$ _____
Name of Event/Show to which expense is related: _____
Table with 3 columns: Store/Vendor Name, Items Purchased, Amount. Signature of Requestor: _____

Admin Use Only
Date Received: ____/____/____ Check # _____ Check Amt. \$ _____
Method of Delivery: _____
Date of Delivery: ____/____/____