

REQUEST FOR SHOW EXPENSE REIMBURSEMENT:

STEP 1: **PRIOR** to making purchase, receive approval for expenditure from the Producer, or area lead (aka; Costumer; Prop Lead; Set Build Lead, etc)

STEP 2: Make purchases as approved and **keep all receipts**.

STEP 3: Complete this form, attach all receipts and turn into the show Producer for final approvals.

STEP 4: Producer to submit the completed and signed form(s) to Box Office for processing. Please allow two weeks for processing.

CHECK THIS BOX if your purchases have been made on a PM&L account (ie; Menards, Piggly Wiggly, Impressions Count, Biller Press, etc). Steps 1-4 above should still be completed. Please clearly indicate that the purchase was made on Account .*

Date Submitted: _____ SHOW NAME: _____

Your Name: _____

Your Address: _____

_____ Zip _____

Your Phone: _____

Check Payable To* _____

Total Amount: \$ _____

Please indicate amount of expense incurred for each. Total must be the same as "Total Amount" above:

Costumes \$ _____
_____ Costumer Approval/Signature

Set Construction \$ _____
_____ Set Lead Approval/Signature

Props \$ _____
_____ Prop Lead or Producer Approval/Sign

Music \$ _____
_____ Music Director or Producer Approval/Sign

Other \$ _____
_____ Producer Approval/Signature

Producer Final Approval: _____ Approval Date: _____

Treasurer Approval: _____ Approval Date: _____

Check Number: _____ Paid By: _____ Date Paid: _____ Delivery Method: _____
(Mail/Hand Delivery, etc)