

**BPA Expense Categories:**

**BPA/Committees: Misc. Expenses**  
**Postage \$ Mailings: Misc.**

**EHSMU Staff/Tech's:**

Appreciation  
Band Directors  
Visual Ensemble

**"Percussion" Expenses**

**Food & Care:**

Summer Band Camp  
Football Games/Competitions

**Banquets:**

November Band Banquet  
Senior Banquet

**Student Fun-tivities:**

Band Camp  
Ice Breaker Picnic  
Pool Party  
Misc.

**Expenses related to a**

**fundraiser:** (Indicate name of each particular fundraiser)

**Ephrata Fair Parade:**

Food Stand  
Parking

**Homecoming Dance**

**Souvenir Stand Items**

**Refreshment Sales**

**Showcase of Bands:**

Food/Hospitality  
Judges  
Trophies  
Grams Stand Items  
Stadium Decorations  
"Operations": Tickets, Programs

**Supplies:**

Pit Crew  
Visual Ensemble

**Truck & Trailer:**

Maintenance & Repair  
Fuel & Tolls  
Major Purchase -(Need Board Approval)

**Uniforms:**

Dry Cleaning  
Repairs/"Accessory" Purchases  
Shoes, Gauntlets & Gloves

**Video Production**

**EHSMU "Spring Trip" Expenses**

**NOTE: If you are unsure of where your expenses fall, please attach a description. I will place expenses in the proper category(s). If items purchased are not all used for the "event" it was originally purchased for and will be available for "general use" by the BPA, please try to indicate the "leftovers".**

# BAND PARENTS ASSOCIATION

## REQUEST FOR REIMBURSEMENT OR PAYMENT

Date of Request \_\_\_\_\_

Date Check is Needed: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Street (Mailing) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Attach all receipts and circle items for reimbursement. Treasurer may contact Committee Chairmen if more details are needed to initiate payment.)

### Breakdown of Expense(s) Per Category – See back for listing of categories

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT OF REIMBURSEMENT/PAYMENT: \$** \_\_\_\_\_

\_\_\_\_\_  
**Person Requesting Payment/Phone Number**

**RETURN TO TREASURER: Randy Goshert, 1055 Marie Avenue  
Ephrata, Pa. 17522**

**Phone#: 738-4642 E-Mail: rgoshert@ptd.net**

If dropping off in Ammo Box, please make treasurer aware it is there)

Treasurer's Use Only:

Date Paid: \_\_\_\_\_

Check # \_\_\_\_\_