



# WARREN MOTT HIGH SCHOOL BAND

## Student Account Withdrawal Request

### Withdrawal Information

<b>Student Name (Print):</b> →	<i>PRINT NAME</i>	
Total Amount Requested:		Date:
<b>Student Signature:</b> →	<i>Signature Required</i>	
Type of Withdrawal Requested:		
<input type="checkbox"/> Music related reimbursement	<input type="checkbox"/> Reeds \$5.00 (Bari Sax, Contra Bass)	<input type="checkbox"/> Music (Director approval required)
	<input type="checkbox"/> Reeds \$4.00 (Alto/Tenor Sax & Bass Clarinet)	
	<input type="checkbox"/> Reeds \$3.00 (Clarinet)	
<input type="checkbox"/> Trip reimbursement	Director approval required & only if there is sufficient balance in account)	<input type="checkbox"/> Other
Daily band or instrument consumables from the directors require their approval first	<b>Directors Signature:</b>	
Additional details of request: (include who the check should be made out to please)		
<p><i>All receipts for amount requested <u>must</u> be stapled to this form. Requests <u>cannot</u> be processed unless original receipts or canceled checks (cover any account numbers) are attached. Requests for reimbursement will be reviewed once a month, usually after the WMBC monthly meeting. The reimbursement checks will be sent then, unless incomplete information is submitted.</i></p>		
Committee Approval		
<input type="checkbox"/> Approved		
<input type="checkbox"/> Rejected		
Committee Comments:		
Committee Initials	Date:	

Deposit this form w/receipts in the Student Account Treasurer folder inside the band room or mail to: Student Accounts, 30972 Cousino, Warren, MI 48092

**EXCEPTIONS:** All forms for supplies purchased through the Director– give forms directly to Mr. Miller.

Requests will be reviewed once a month. Please plan accordingly and do not expect immediate reimbursement.