



WHS GRAD NIGHT 2020

Check Request/Reimbursement Form

Date	
Requested By	
Email	
Phone	

Check Amount	<i>Please attach receipts to this form.</i>
Check Payable To	
Circle one:	Pick-Up Mail
Mailing Address	

(X) Expense Category	Circle Type of Expense Below:
Administrative	Tax Prep, State Fees, Website, Vehicle Rental, Hospitality, Other:
Food	Coffee Cart, Food & Drinks, Food Supplies, Food Trucks, IUSD staff
Misc. Expenses	Badges for Volunteers, Bags/Stickers for Bag Room, Other:
Photography	Photos at Entrance, Photo Supplies
Prizes	Purchase Prizes, Supplies for Wrapping
Registration	Prepare/Print Student ID Badges
Security	Staff costs (city & IUSD), Radios
Site Costs	Custodians, Lighting, Décor, Vehicle Rental, Dumpster, Other
Ticket Refunds	Name of Student:
Venue	Event Company, Banners, Crafts, Props, Signage, Lighting, Teacher Band, Other

Committee Chair Approval:	_____
Grad Night Chair Approval:	_____
Treasurer Approval:	
Check Amount:	_____
Check #	_____
Date Paid:	_____
Initials:	_____

Submission Options:

- Leave forms in WHS Grad Night file box.
- Email: Treasurer@WoodbridgeGradNight.org
- Mail to: WHS Grad Night Committee, Attention: Treasurer, 2 Meadowbrook, Irvine, CA 92604