

IMPORTANT UPDATE ON MCINTOSH BAND BOOSTER INVOICING

Effective May 1, 2009, the billing address on all financial correspondence including invoices, account statements, tax documents, and bank statements must be:

McIntosh Band Boosters, Inc
Attn: Treasurer
P.O. Box 3642
Peachtree City, GA 30269

Any electronic correspondence must be e-mailed to treasurer@mcintoshbands.com. This is our preferred method for receiving invoices.

Anyone who sets up a new account for the boosters must use the above as the billing address. Whenever possible, please request e-mail copies of the invoices to go to treasurer@mcintoshbands.com. This will speed the bill paying process and reduce the workload of everyone involved.

Board members and directors who have an invoice to be paid should mail it to the Boosters P.O. Box (address above), leave it with the personnel in the MHS front office and ask to have it placed in the Band Directors box or place it in the payment box in the band room..

REIMBURSEMENT:

We also ask that any expense re-imbusement forms from band parents be mailed to the band boosters P.O. Box (address above), delivered to the front office for the mail slot or place in the payment box in the band room.