



# WHS GRAD NIGHT 2019

## Check Request/Reimbursement Form

Date	
Requested By	
Email	
Phone	

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

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

<b>Committee Chair Approval:</b>	_____
<b>Grad Night Chair Approval:</b>	_____
<b>Treasurer Approval:</b>	
Check Amount:	_____
Check #	_____
Date Paid:	_____
Initials:	_____

### Submission Options:

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