



After Prom Payment Request

Please complete information requested below and attach a copy of receipt(s) for reimbursement, or a contract or invoice for purchase order. Submit form and attachments to an After Prom (AP) Chairperson for approval and signature. Retain copies of attachments until payment is received.

The items detailed below are for use by the Henderson High School After Prom.

Payee information:

Date:	Select purpose of request: <input type="checkbox"/> Reimbursement of expense paid <input type="checkbox"/> Purchase order
Name (as it will appear on check):	
Payment Mailing Address:	
Name of person completing request:	
Email:	Telephone:

Select committee and provide amount for payment:

<input type="checkbox"/> Decoration (record area in description): \$	<input type="checkbox"/> Entertainment: \$
<input type="checkbox"/> Fundraising: \$	<input type="checkbox"/> Food: \$
<input type="checkbox"/> Prizes: \$	<input type="checkbox"/> Registration: \$
<input type="checkbox"/> Security: \$	<input type="checkbox"/> Tournaments: \$
<input type="checkbox"/> Miscellaneous: \$	
TOTAL amount requested:	\$
Number of attachments: <small>(clearly indicate items(s) on receipt being expensed)</small>	

Description of Purchase(s):

For Committee Use:

AP Chairperson Signature:	AP Chairperson Name:
Date reviewed:	<input type="checkbox"/> APPROVED
Date Treasurer received:	<input type="checkbox"/> DECLINED, reason:
Check #	Date mailed: