

Pinewood Players, Inc.

REQUEST for REIMBURSEMENT / DEBIT CARD EXPENSE RECEIPT

Date:

Make Check Payable to:

Address:

Store Name (Where Debit Card was used):

Check Total \$

Provide details below ~ ~ ~ ~ ~

PRODUCTION NAME/SPECIAL PROGRAM:

PRODUCTION EXPENSES		NON-PRODUCTION EXPENSES	
	\$		\$
Royalties and Scripts		Building Util, Tax, Maint, Ext Repair	
Director		Insurance	
Music Director		Printing, Advertising, Supplies	
Musicians		Website Maintenance	
Light and Sound Technician		Equipment Costs	
Choreographer		Donations and Miscellaneous	
Drama Camp Administrator		Storage	
Drama Camp Assistants		Members Directory Mailings, Meetings	
Set Construction		Play Selection & Mailing Costs	
Set Dressing		Wrap Party	
Tickets, Printing & Commission		Online Ticketing Fees	
Props Purchased		Scholarship Award	
Props Rented		Carnival	
Costumes		Other (Specify)	
Posters, Playbills, Photos			
DVD's			
Cast Party/Kids Treats			
Other (Specify)		Capital Expenditure - Details	

Signature of Play Director/Committee Chair:

(Only the Director of a production may approve payment of production expenses)

Treasurers Area:

Check Number:

Date:

Treasurer's initials:

ORIGINAL SALES RECEIPTS OR INVOICES MUST BE ATTACHED