

Expense Tracking and Receipt Submissions

Please select an option for submitting receipts:

1. Use the 'Huntsville High School Theatre Receipt Submission and Reimbursement Request' form.
2. Text a photo of your receipt to Dede Leggett, 828-442-8807. Be sure to write your name and the expense category on the receipt. Also, please note if you are requesting reimbursement or if the items have been purchased with theatre funds.

Please note: All receipts must be submitted within 1 week of purchase in order to be eligible for reimbursement.

Treasurers:

Dede Leggett
828-442-8807
sevenleggetts@msn.com

Contact Dede for receipt submissions, reimbursements and bill paying.

Rhoda Stanley
256-714-3819
thestanleys5@sky.com

Contact Rhoda for budget questions and payments to the theatre.

Huntsville High School Theatre
Receipt Submission and Reimbursement Request

1. Please submit a copy of your receipt(s), along with this form.
2. Scan and submit to sevenleggetts@msn.com or place forms and receipts in the theatre classroom dropbox.

Date:

Name of show associated with expense:

Requested by:

Phone number:

Address:

Expense Category:

- | | |
|--|---|
| <input type="checkbox"/> Publicity | <input type="checkbox"/> Make-up |
| <input type="checkbox"/> Set Materials/Build | <input type="checkbox"/> Wigs and Hair |
| <input type="checkbox"/> Lights and Sound | <input type="checkbox"/> T-shirts |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Concessions |
| <input type="checkbox"/> Costumes | <input type="checkbox"/> Meals/snacks |
| <input type="checkbox"/> Batteries | <input type="checkbox"/> Acknowledgements |
| <input type="checkbox"/> Props | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Programs | <input type="checkbox"/> Office Supplies |
| <input type="checkbox"/> Lobby Display | <input type="checkbox"/> Other. Please Explain: |

Please select one of the following:

- I am requesting the following amount of reimbursement: _____
- The receipts I am submitting have already been paid for with booster club funds.

Please note: All receipts must be submitted within 1 week of purchase in order to be eligible for reimbursement.

If you have any questions, please contact Dede Leggett, 828-442-8807.