

**Lake Braddock Orchestra Boosters, Inc.**  
**Request for Reimbursement/Disbursement Form**

Mail: LBOB Treasurer  
 Jackie Li  
 9319 Willow Pond Ln  
 Burke, VA 22015

Email: lbobmusic@gmail.com  
 Phone: (773)837-8133

Check for no reimbursement /charge explanation only

PLEASE TYPE/PRINT LEGIBLY:

**From: LBOB Position/Committee:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Reason for expense or activity. MUST include receipts.**

**To whom the check is to be written:**

Purchase Date	Item(s)	\$ Amount	Reason	Receipt Attached? Please ✓

<b>Total \$</b>	Other Instructions/Explanations
Please include your address here if you wish to have the check mailed to you:  _____	

**This Area is for Treasurer's Use**

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Amount: \$ \_\_\_\_ . \_\_\_\_    Date Charged to Account: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .

LBOB Budget Category \_\_\_\_\_

Approval: \_\_\_\_\_

