



RIDGE POINT BAND BOOSTERS PAYMENT REQUEST FORM

FOR ACCOUNTING USE ONLY	
Date Paid:	
Check #:	
Amount:	
1099-MISC Required?	
Check/CC Signer #1:	
Check/CC Signer #2:	

INSTRUCTIONS

- All payment requests must be made using the approved Payment Request Form.
- Complete one form for each vendor/individual to be paid – do not mix payees on a single form.
- Purchases on behalf of RPBB must be made using the approved Texas Sales Tax Exemption Certificate. It is the policy of RPBB that payments will not be made for sales tax.
- Payments will only be made for expenses budgeted within the current RPBB operating budget or which have received special approval by the RPBB Board; further, all payments exceeding \$500 require RPBB Board approval.
- Submit form and supporting information to the RPBB Treasurer responsible for payments (Kathleen Alcorn—832-215-3389).

Date of Purchase	Purchase Description	Purpose	Budget Area*	Amount
			TOTAL PAYMENT:	
*Budget Area Options: Marching Show, Uniforms, Winter Guard, Professional Fees, Fundraising, Equipment, Dues/Subscriptions, Stationery/Printing/Postage, Office, Insurance, Meals, Repair/Maintenance, Website, Bank, Staff App				

Items Required to Process Payment:

- Original invoices/receipts attached (required)
- Invoices/receipts reviewed for accuracy
- IRS W-9 attached
(required from individuals providing a service)

Payment Information

Check Payable To: _____

Mail/Deliver Payment To: _____

Payment Request Submitted By: _____

RPBB Treasurer Approval to Pay: _____

Date Request Submitted: _____

Within Budget (Approval required if > \$500)

Special Approval-Date Approved: _____

Date of RPBB Treasurer Approval to Pay: _____

Please allow 7-10 business days for payment processing; if special approval is required allow an additional 2 weeks.

***** KEEP A COPY OF THIS FORM & SUPPORTING DOCUMENTATION FOR YOUR RECORDS *****