

**Merrill Community Arts Center
Woodbury Community Theatre**
380 Rivertown Drive #200
Woodbury, MN 55125

Staple Receipts Here

Receipts should clearly state what goods
or services were purchased. If they do
not please note the purpose on the receipt.

Reimbursement Request

Date submitted: _____ Amount: _____

Person Requesting Payment: _____

Make Check Payable To: _____

Mailing Address: _____

If items should be charged to more than one account, please let us know which expenses should be charged to which account in your notes. If buying for multiple shows at once, and itemizing precisely isn't possible, let us know percentages. As an example, if buying lumber for two shows at once, tell us something like 20% will be to finish Pippi, and 80% will be for Earnest.

61100 Program/Show Expenses **Which Program/Show:** _____

- 61150 - Copying (music, scripts, hand-outs)
- 61160 - Set (building supplies, truck rental & gas, drop rentals, lumber, etc.)
- 61180 - Costumes
- 61170 - Props (prop-making and rentals)
- 61190 - Tech (mic batteries, lighting gels, gaffe & spike tape, other sound & lighting small equipment/supplies)
- 61200 - Marketing (posters, postcards, mailings, ads, programs)
- 61210 - Hospitality (food, gifts)
- 61240 - Other Program Expenses (shipping, postage, non-tech supplies)

Non-program/Non-show Expenses

- 62840 - Equip Rental and Maintenance
- 65020 - Postage, Mailing Service
- 65030 - Printing and Copying
- 65040 - Supplies
- 65050 - Telephone, Telecommunications
- 65060 - Small Equipment
- 65160 - Other Costs
- 65170 - Food & Beverages

Notes: _____

Signature: _____

For office/treasurer's use only

Date Received: _____

Check Number: _____

Processed by: _____

Date Paid: _____

Amount: \$ _____