

## EEU CHECK / REIMBURSEMENT REQUEST

Date  Amount

Payee (please print)

Mailing Address (if applicable)

Expense Category:

- |   |  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|---|--|----------------|--|---------------------|--|----------------------|--|-------------------------|--|-------------------------|--|----------------------------|--|---------------------------|--|---------------------------|--|------------|--|-------------------|--|------------------|--|------------------------|--|----------------------------|--|-----------------------|--|-------------------------|--|-------------------------|--|-------------------------|--|-------------|--|--------------------------------|--|----------|--|--|-----------------------|--|--|--|----------------------|--|--------------------|--|---------------|--|-------------------------------|--|-------------------------------------|--|--------------|--|--------------------|--|----------------------------|--|-----------------------------|--|------------------|--|----------------------|--|-------------------|--|---------------------------------|--|-----------------------|--|--------------------|--|------------------|--|--------------------|--|--------------------------|
| <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Awards Banquet</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Aztec Jazz Festival</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Bank Service Charges</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Colorguard: Day Uniform</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Colorguard: Duffel Bags</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Colorguard: Equipment Bags</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Colorguard: Field Costume</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Colorguard: Miscellaneous</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Entry Fees</td></tr> <tr><td style="width: 20px; 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height: 20px; border: 1px solid black;"></td><td>Logowear</td></tr> </table> |  | Awards Banquet |  | Aztec Jazz Festival |  | Bank Service Charges |  | Colorguard: Day Uniform |  | Colorguard: Duffel Bags |  | Colorguard: Equipment Bags |  | Colorguard: Field Costume |  | Colorguard: Miscellaneous |  | Entry Fees |  | Field Show Design |  | Field Show Music |  | Field Show: Flags, etc |  | Field Show: Striping paint |  | Holiday Basket Raffle |  | Instructors: Clinicians |  | Instructors: Colorguard |  | Instructors: Percussion |  | Instruments |  | Insurance: Liability Insurance |  | Logowear | <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Logowear: Unit Shirts</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Miscellaneous <input style="width: 150px;" type="text"/></td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Miscellaneous: Music</td></tr> <tr><td style="width: 20px; 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|   | Awards Banquet   |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Aztec Jazz Festival                                      |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Bank Service Charges                                     |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Colorguard: Day Uniform                                  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Colorguard: Duffel Bags                                  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Colorguard: Equipment Bags                               |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Colorguard: Field Costume                                |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Colorguard: Miscellaneous                                |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Entry Fees   |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Field Show Design  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Field Show Music   |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Field Show: Flags, etc                                   |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Field Show: Striping paint                               |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Holiday Basket Raffle                                    |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Instructors: Clinicians                                  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Instructors: Colorguard                                  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Instructors: Percussion                                  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Instruments  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Insurance: Liability Insurance                           |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Logowear   |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Logowear: Unit Shirts                                    |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Miscellaneous <input style="width: 150px;" type="text"/> |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Miscellaneous: Music                                     |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Music in the Parks                                       |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Preview Night  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Professional Fees: Accounting                            |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Professional Fees: Percussion Music                      |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Refreshments   |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Reno Jazz Festival                                       |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Repairs: Equipment repairs                               |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Repairs: Instrument repairs                              |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Spaghetti Dinner   |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Uniform: Alterations                                     |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Uniform: Cleaning  |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Uniform: Supplies & Accessories                          |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Winterguard: costumes                                    |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Winterguard: flags                                       |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Winterguard: mat   |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Winterguard: music                                       |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |
|   | Winterguard: show design                                 |                |  |                     |  |                      |  |                         |  |                         |  |                            |  |                           |  |                           |  |            |  |                   |  |                  |  |                        |  |                            |  |                       |  |                         |  |                         |  |                         |  |             |  |                                |  |          |  |  |                       |  |  |  |                      |  |                    |  |               |  |                               |  |                                     |  |              |  |                    |  |                            |  |                             |  |                  |  |                      |  |                   |  |                                 |  |                       |  |                    |  |                  |  |                    |  |                          |

Requester Signature \_\_\_\_\_ Phone

**PLEASE ATTACH RECEIPTS FOR REIMBURSEMENT OR INVOICES TO BE PAID**

FOR OFFICE USE ONLY

Approved \_\_\_\_\_ Date \_\_\_\_\_

Paid by check # \_\_\_\_\_ Date \_\_\_\_\_