



**HANDBELL MUSICIANS OF AMERICA, AREA 12  
CALIFORNIA, HAWAII, NEVADA, GUAM**

**TREASURY REQUISITION AND DEPOSIT FORM**

Please use this form when making a deposit or requesting a reimbursement. You may print this form and fill it out. OR You may fill it out online, print and sign it. Send to the address at the bottom.

|                      |                             |
|----------------------|-----------------------------|
| <b>Today's Date:</b> | <b>Event &amp; Date(s):</b> |
|----------------------|-----------------------------|

If this is a **deposit**, please fill out this table below:

| Name of Event | # Checks in this deposit | Check \$ Total | Cash \$      | Grand Total |
|---------------|--------------------------|----------------|--------------|-------------|
|               |                          |                |              |             |
|               |                          |                |              |             |
|               |                          |                | <b>TOTAL</b> |             |

If this is a **request for reimbursement**, please fill out this table below:

| Company Name | What service did they provide | When did it occur? | Amount |
|--------------|-------------------------------|--------------------|--------|
|              |                               |                    |        |
|              |                               |                    |        |
|              |                               |                    |        |
|              |                               | <b>TOTAL</b>       |        |

**Name of person to receive check:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**Signature of Guild Member making request:** \_\_\_\_\_

|   |  |
|---|--|
| Print, Complete and Mail this form with <b>receipts</b> to: | <b>Sunghee Kim is moving! Email her at <a href="mailto:treasurer.area12@handbellmusicians.org">treasurer.area12@handbellmusicians.org</a> for correct address.</b> |
|---|--|

**PLEASE KEEP A COPY FOR YOUR FILE!!**

**Authorization of Chairperson (if needed)** \_\_\_\_\_

Date Deposited/Paid: \_\_\_\_\_

Ck/Tran Number: \_\_\_\_\_

Amount: \_\_\_\_\_

Entered in QB: \_\_\_\_\_