

THE ACTORSINGERS, INC

P.O. Box 91

Nashua, NH 03061

(603) 889-9691

CHECK DISBURSEMENT/REIMBURSEMENT FORM

In order to receive a check from the Treasurer to either pay for services or materials needed for show production or related Actiorsingers activities, the following form must be completed. A workorder/invoice/contract or a paid receipt must be submitted with this request form. Multiple receipts can be presented for any one check.

1) Name of person requesting check: _____

2) Purpose or Budget reference for expense: _____

3) Payee of check: _____

4) Amount of Check: _____

5) If person requesting check is part of a Show Production Team, this form must be countersigned by the Show Producer: _____

_____ Date _____
Signature of person making check request

(Remember to attach receipts/invoice related to this check request)

If multiple receipts, list below amounts for each receipt and give total: