



## OXFORD MUSIC BOOSTERS

### Request for Funds for Music Director Expenses

This form must be submitted to the OMB for any/all monetary requests. All proposals/requests submitted must be accompanied by this form. **No payment or disbursements will be made without this form filled out completely and approved by the board.** Please submit your request as far in advance as possible to avoid any delay in disbursement of funds.

Date:	
Amount requested:	
Detailed description of why funds are needed:	
Payment to be made payable to:	
Signature of requestor:	
Printed name of requestor:	

#### Routine Procedure:

1. Submit [this form](#) and any other documentation to assist in reviewing your request to the OMB Board at any regular meeting or via email to [oxfordmusicboosters@gmail.com](mailto:oxfordmusicboosters@gmail.com).
2. For requests over \$100, the OMB Board will review and discuss at the regular meeting and may request the presence of the director at the regular meeting to provide additional information.
3. OMB Board will vote on approval at that time.
4. If approved a check will be made out by the treasurer and given to the director or mailed to vendor/payee.
5. If the request has an issue of time, please state clearly the reason it is an emergency and cannot wait until the next meeting time so that the OMB board can review and discuss via email, phone or special meeting.

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OMB Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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Print Name

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Signature

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Print Name

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Signature

**NOTE: This form is not for Student Purchases using Student Account Credits**