

## SPARTA AREA SCHOOLS – MUSIC BOOSTERS FAMILY ACCOUNT – PAYMENT REQUEST

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

Dollar Amount Requested: \$ \_\_\_\_\_ -or-  Full Family Account Balance Amount

X  
\_\_\_\_\_  
Student Name (please print)

X  
\_\_\_\_\_  
Parent Name (please print)

X  
\_\_\_\_\_  
Parent Signature

~OR~

**Reimbursement Request:**

Payee for Check (NOT the Student):

\_\_\_\_\_

Mailing Address of Payee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Please enclose a self-addressed stamped envelope to help defray the cost of mailing your reimbursement. Thank you!!

**Transfer to Music Boosters:**

- Valid on for expenses payable to the “Sparta Music Boosters”.
- Not valid for purchasing Scrip.
- Please attach itemized information to show what expense the transfer should pay (ex: marching band fees, band trip, etc.).

**Notes:**

Please make your request for a minimum of \$10.00 and mail your request to:  
Sparta Music Boosters  
P.O. Box 223  
Sparta, MI 49345-0223

▶ To request your Family Account Balance, please email [2015spartascriptfamily@gmail.com](mailto:2015spartascriptfamily@gmail.com).

▶ Please allow 4 weeks for processing as the boosters only meet once a month.

▶ Fundraiser proceeds may take up to 30 days from the close of the sale/event to be credited to the Family Accounts. Your volunteers Thank You for your patience and understanding.

▶ You have one year after your youngest Sparta student graduates to request funds from family account. After that date, the balance will go to the Music Boosters.