

**REQUEST FOR REIMBURSEMENT**

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

(Attach receipts showing what was purchased and price. Receipts are **required** for reimbursement.)

Payable To:

Address:

City:

State:

Zip Code:

Amount of Check: \$

Charge to Line Item #:

Note: A listing of the QCMG  
Chart of Accounts is shown  
below.

Comments:

Requested by:

Approved by: (Committee chair or Officer)

Check #:

**QUAD CITY MUSIC GUILD - CHART OF ACCOUNTS (LINE ITEMS)***For all requests related to a show, list production name in Comments***511 Royalties****513 Rehearsal Materials**

(copies, materials, etc. for rehearsals)

**514 Audition Expense**

(pictures, etc. for auditions)

**519 Orchestra Supplies & Equipment**

(lamps, stands, instrument rental, etc.)

**520 Makeup****521 Set Construction****522 Electrical Supplies** (lighting supplies)**523 Sound** (batteries & other sound supplies)**524 Misc production expense**

(preshow cast potluck—\$100 per show)

**532 Show Props****540 Show Costumes****611 Publicity/ Public Relations** (photos, FB boosts, etc.)**614 Office Supplies**

(toner, paper, etc.)

**616 Postage****626 Other Printing****632 Annual Brunch**

(out-of-pocket expenses for Annual Brunch)

**635 Computer Supplies**

(flash drives, software upgrades, etc.)

**636 Misc operating expense**

(items not otherwise identifiable)

**637 Grounds Maintenance**

(flowers, plants, garden tools, Christmas décor)

**639 Concession Expense****641 Awards & Plaques** (Board plaques)**647 Youth Chorus Expenses****650 Library/Archives Expense****660 Stage Repairs & Maintenance**

(repairs to stage floor, travelers, etc.)

**661 Tools/Hardware/Supplies**

(set shop supplies, toilet paper, tissues, light bulbs)

**662 Other Small Equipment**

(minor equipment such as vacuums)

**816 Costume Shop Supplies**

(hangers, shelving, etc.)

**819 Costumes-Costume Shop**

(costumes purchased not for a specific show)