**KAIB 2019-2020 Expense Voucher**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email (unless in Charms):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PAYEE** | **CATEGORY** | **SUB-CATEGORY(AD15/16 Only)** | **REASON** | **AMOUNT** |
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| **TOTAL:** |  |

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| **MARCHING BAND** | **WINTER GUARD** | **WINTER PERCUSSION** | **ADMINISTRATION** |
| **MB01** | **Awards** | **WG01** | **Equipment** | **WP01** | **Instruction** | **AD01** | **Banking/Checks** |
| **MB02** | **Banquet** | **WG02** | **Instruction & Design** | **WP02** | **Registration Fees** | **AD02** | **Bonding Insurance** |
| **MB03** | **Clinicians Travel & Fees** | **WG03** | **Local Travel/Rental/Fuel** | **WP03** | **Sticks/Mallets** | **AD03** | **Gaming License** |
| **MB04** | **Copyright** | **WG04** | **Make-up** | **WP04** | **Travel** | **AD04** | **Medical Supplies** |
| **MB05** | **Drill Books** | **WG05** | **Music Editing (SRA)** | **WP05** | **Miscellaneous** | **AD05** | **Office Supplies** |
| **MB06** | **Drum Major Camp** | **WG06** | **Props** | **WP06** | **WP Flow-Through** | **AD06** | **Other Administration** |
| **MB07** | **Registration Fees** | **WG07** | **Registration Fees** |  |  | **AD07** | **Postage** |
| **MB08** | **Flags & Equipment** | **WG08** | **Show Shirt** |  |  | **AD08** | **Printing** |
| **MB09** | **Color Guard Uniforms** | **WG09** | **WGI Trip Expenses** |  |  | **AD09** | **Regular Insurance** |
| **MB10** | **Hospitality** | **WG10** | **Uniforms (SA)** |  |  | **AD10** | **Tax Service** |
| **MB11** | **Instruction & Design** | **WG11** | **Admission Fees** |  |  | **AD11** | **Website Fees** |
| **MB12** | **Props** | **WG12** | **Elementary Uniforms** |  |  | **AD12** | **Uniform/Attire Alterations** |
| **MB13** | **Regional Expenses** | **WG13** | **Digital Floor (SA)** |  |  | **AD13** | **QBO Subscription** |
| **MB14** | **Show Shirt** | **WG14** | **Floor Replacement (SRA)** |  |  | **AD14** | **Charms License** |
| **MB15** | **Trailer Expenses** | **WG15** | **WGI Regional Bus** |  |  | **AD15** | **AD Flow-Through** |
| **MB16** | **BOA Patches** | **WG16** | **Uniforms (SRA)** |  |  | **AD16** | **Fundraisers** |
| **MB17** | **Regional Buses** | **WG17** | **Miscellaneous** |  |  | **AD17** | **Student Accounts** |
| **MB18** | **Miscellaneous** | **WG18** | **WG Flow-Through** |  |  | **AD18** | **Grants & Sponsorships** |
| **MB19** | **MB Flow-Through** |  |  |  |  |  |  |

 **Approval Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| All expenses must be approved by the responsible executive board member. Requests submitted that are not approved or are incomplete will be returned to originator. |

**AD15 Sub-Categories (Flow-Through)**

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| --- | --- | --- | --- |
| **CATEGORY** | **SUB-CATEGORY(AD15 Only)** | **CATEGORY** | **SUB-CATEGORY(AD15 Only)** |
| Event Tickets | FT01 |  | FT11 |
| Event Attire | FT02 |  | FT12 |
| Memorials | FT03 |  | FT13 |
|  | FT04 |  | FT14 |
|  | FT05 |  | FT15 |
|  | FT06 |  | FT16 |
|  | FT07 |  | FT17 |
|  | FT08 |  | FT18 |
|  | FT09 |  | FT19 |
|  | FT10 |  | FT20 |

 **AD16 Sub-Categories (Fundraisers)**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **SUB-CATEGORY(AD16 Only)** | **CATEGORY** | **SUB-CATEGORY(AD16 Only)** |
| Amazon Smile | FR01 | Schwan’s | FR21 |
| Apparel | FR02 | Scrips | FR22 |
| Avon | FR03 | Spring Flowers | FR23 |
| Candy Bars | FR04 | Raffle | FR24 |
| Community Market | FR05 | TRWEA Show | FR25 |
| Decals | FR06 | Verizon | FR26 |
| Dine & Donate | FR07 | Wine Tasting | FR27 |
| Fall Flowers | FR08 | Car Cruise | FR28 |
| Fudge Night | FR09 | Zumba | FR29 |
| Giant Eagle Gift Cards | FR10 | Preview Show | FR30 |
| Goodwill Pod | FR11 | Thirty One | FR31 |
| Hoagie Sale | FR12 | March-A-Thon | FR32 |
| Kings Gift Cards | FR13 | Dinner & Show | FR33 |
| Kiski Competition | FR14 | Guard Camp | FR34 |
| Lottery Calendars (Yearly) | FR15 | Windy Hill | FR35 |
| Lottery Tickets (Monthly) | FR16 | Labor Day | FR36 |
| McBucks | FR17 | Cheesecakes | FR37 |
| Pirates Raffle | FR18 | Studecakers | FR38 |
| Rada | FR19 | Coffee | FR39 |
| Sarris Candy | FR20 | Tumbler | FR40 |