



# Production Expense Reimbursement Form (revised Feb/22)

Title of Production

**Instructions:**

1. Fill out form
2. Attach receipt
3. Leave completed form in bottom slot – for producer’s approval (**do not put in Treasurer’s box**)
4. Producer will submit to treasurer for payment

**Please indicate which DEPARTMENT to charge:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Set Construction | <input type="checkbox"/> Sound         | <input type="checkbox"/> Backstage/Rehearsals |
| <input type="checkbox"/> Set Décor        | <input type="checkbox"/> Publicity     | <input type="checkbox"/> Opening Night        |
| <input type="checkbox"/> Props            | <input type="checkbox"/> Programme     | <input type="checkbox"/> Hair/Makeup          |
| <input type="checkbox"/> Costumes         | <input type="checkbox"/> Foyer Display | <input type="checkbox"/> Photography          |
| <input type="checkbox"/> Lighting         | <input type="checkbox"/> Poster        | <input type="checkbox"/> Programme            |

<b>Name:</b>	<b>Date:</b>
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**Items Purchased:**

**Vendor:**

<b>Amount charged: \$</b>	<b>Or Amount Paid: \$</b>
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**Please mail cheque to:**

- OR  Send e-Transfer to \_\_\_\_\_
- OR  Please email me at \_\_\_\_\_
- OR  Please leave cheque at the theatre for me to pick up

<b>Your Signature:</b>	<b>Producer’s Signature:</b>
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Cheque#:	Date Issued:
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