



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 |

Name:	Date:
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Items Purchased:

Vendor:

Amount charged: \$	Or Amount Paid: \$
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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

Your Signature:	Producer’s Signature:
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Cheque#:	Date Issued:
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