



**Reimbursement Request - Production:** \_\_\_\_\_

Committee Name: (circle one)

Admin (office supplies)

Admin (show-specific ie copies)

Cast Party

Props

Publicity

Other: \_\_\_\_\_

Lights

Misc (postage, envelopes...)

Sound (batteries)

Stage Crew

I.T.

Rehearsal Store

Set Construction

Concessions

Field Trip

Raffle

Submitted By: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

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

Chair Approval: \_\_\_\_\_

Expense Amount: \_\_\_\_\_

Donation Amount: \_\_\_\_\_ Reimbursement Amount: \_\_\_\_\_

Receipts Attached (required for reimbursement) YES \_\_\_\_\_ NO \_\_\_\_\_

If no, please explain: \_\_\_\_\_

Reason for expense (be specific - paint, lumber, copies, etc or attach an itemized list):  
\_\_\_\_\_

Please attach receipt(s) to bottom half of form and submit directly to Treasurer (Bob Mullen) or mail to: **Bay Area Educational Theater Company**  
**850 E. San Carlos Ave, Suite D**  
**San Carlos, CA 94070**

You can expect reimbursement within 2 weeks of submitting this form. eTc gratefully accepts donations. Should you wish to donate some or all of this expenditure, you will receive a tax donation receipt and acknowledgment in the current season program.

Thank you,

Bob Mullen  
eTc Treasurer