



Donation/Reimbursement Request: Production \_\_\_\_\_

Committee Name: (circle one)

- |                                 |                    |                        |
|---------------------------------|--------------------|------------------------|
| Admin (office supplies)         | Field Trip/Benefit | Rehearsal Store        |
| Admin (show-specific ie copies) | I.T.               | Stage Crew             |
| Misc (postage, envelopes...)    | Lights             | Set Construction       |
| Cast Party                      | Props              | Sound (i.e. batteries) |
| Concessions                     | Publicity          | Other:                 |
| Costumes                        | Raffle             | _____                  |

Submitted By:

Name:		
Address/City/Zip:		
Date Submitted:		
Chair Approval:		
Expense Total Amount:		\$
Reimbursement Amount:		\$
Donation 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