

## Request for Reimbursement Procedure for Pow Wow Players

Email the following to Brian Patterson at [bspatter@msn.com](mailto:bspatter@msn.com) :

1. Picture or scan of **Detailed Receipt** (This is the preferred method. Do not leave receipts with someone in the theater department.)
2. **Category** the expense is for (Fall Show, Winter Show, Black Box 1, etc.)
3. **Sub Category** (Concessions, Rehearsal Dinner, etc)
4. Your Full **Name**
5. **Address** check needs to be mailed to

Once approved, payment will mailed.